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The American Archivist

Volume XX

JANUARY TO OCTOBER, 1957

Published quarterly by
THE SOCIETY OF AMERICAN ARCHIVISTS

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What, Then, Is the American Archivist, This New Man?

By ERNST POSNER[1]

The American University

IT would be, H. L. Mencken once suggested, "humane to shoot all Presidents on the expiration of their terms" to prevent them from becoming "public nuisances." That was long before the recent Chicago convention of the Democratic Party. The recommendation, it seems to me, applies with equal force to the presidents of learned societies. If carried out it would make it impossible for them to deliver their presidential addresses, thus saving hours of agony on the part of addressor and addressees. I shall leave it to my successor to formulate a suitable amendment to our Constitution and have it adopted by the Society of American Archivists.

In the absence of such wise provision in our Constitution, I shall adhere to the time-honored custom of a presidential farewell message. As most of you will have discovered, the text for my sermon has been taken from Michel-Guillaume de Crèvecoeur's *Letters From an American Farmer, Describing Certain Provincial Situations, Manners, and Customs* (London, 1782). The question he raises and tries to answer in his third letter: "What then is the American, this new man?", I should like to treat with respect to the situation, if not the manners and customs, of the American archivist.

As one of Crèvecoeur's "distressed Europeans" who has been welcomed to these "shores," the "verdant fields, . . . fair rivers, . . . green mountains," and archival vaults of this country, am I equipped to handle so difficult and so delicate a topic? Would it not seem the better part of wisdom to stay away from dangerous territory where Angels and Schellenbergs fear to tread? My only excuse can be that the spectator at a distance finds it easier to grasp the picture of the wood than the trees that stand in the thick of it. Having played for a good many years the role of an archival sidewalk-superintendent, I might be able to discern some of the characteristics of our professional structure that escape the diligent laborer and his foreman.

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[1] Presidential address, read at the annual meeting of the Society of American Archivists at Washington, D. C., October 12, 1956. Dr. Posner, a frequent contributor, is dean of the graduate school of the American University, Washington, and a longtime member of the Society.

It is in the vein of the detached observer that I shall try to answer certain basic questions about the origin, status, characteristics, and trends of the archival profession in these United States.

The unavoidable problem of methodology then presents itself. A variety of approaches seems to be available to him who wishes to define and to diagnose the American archivist as a type. The first method that occurred to me is one that, in my early youth, impressed me a great deal. It might be termed the visual method. In an attempt to crystallize the type of the American chorus girl, the photographic images of some thirty girls had been superimposed, and there resulted a somewhat blurred picture of a female with certain outstanding characteristics of contour and the like. It soon became apparent to me that this approach could not be used to create the image of the American archivist. Superimposing photographic pictures of Wayne Grover, Margaret Norton, Christopher Crittenden, and others would not give us the composite we are after, the ideal type of the American archivist.

If the visual arts cannot be of assistance in our task, what then about fiction, which is said to be truer than life? Leo Lowenthal in a famous essay, "Biographies in Popular Magazines," has shown how the qualities of what the American people consider a hero can be determined by careful quantitative analysis of such magazines' short stories. Alas, I am afraid that this approach, too, will prove impossible. More than 40 years ago, a Dutch archivist, in an article entitled "The Archivist in Literature," assembled much useful information on novels, plays, and other works of literature in which archivists play the leading role. Their interpretation would indeed make it possible to distill the popular image of the European archivist of that time, a kind-hearted introvert, absorbed in his endeavors and somewhat helpless in his relations with the outside world and particularly with its female inhabitants. As regards the availability of pertinent American fiction, the sad truth seems to be that the American archivist simply has not made the grade yet. His activities have not yet captured the imagination of the American people so as to make him a qualified subject for the columns of the *Saturday Evening Post*, to say nothing of full-size novels and musical comedies.

Returning then disappointedly to the hard realities of life, we do have certain facts available in the replies to the questionnaires (returned by September 1956) that will form the basis of our Society's *Directory*. If it is legitimate to assume that membership in our Society earmarks a person as one who identifies himself with the cause of archives, certain conclusions might indeed be drawn from the data that I submit to you on the sheet before you.[2] I am entirely conscious that these figures are subject to considerable question. Only about 80 percent of our individual members in the United States have complied with our repeated requests; and, of those who have responded, quite a few seem to have been singularly reticent about their academic underwear and their publications. There are other difficulties in this physical checkup and diagnosis of our profession. Although it was relatively easy to distinguish between males and females, the breakdown on the basis of principal activities was bound to be quite problematic. Wayne Grover, the "Archives czar of the Free World," and Morris Radoff could have been classified with equal right as archivists and as record administrators. And then there are the migratory workers, the many who switched from archives to record work, as exemplified by the lonely Ph.D. among the record administrators. There is also the fact that much of the work in one of our record centers is of an archival nature and had to be treated accordingly.

With all of its defects and the sometimes arbitrary decisions that were called for, the tabulation reveals certain interesting facts about *homo archivalis Americanus.* In trying to define them, it would seem wise to leave out of consideration the fourth category, a *bouillabaisse* consisting of history professors, librarians, and other noncatalogable units including your speaker, a group characterized by the relatively small ratio of women and the strength of its academic underpinnings. If we then limit ourselves to categories I, II, and III, the incontestable fact appears to be that *homo archivalis Americanus* is 33% of the female sex. Not even the French can beat this very complimentary ratio. Furthermore, comparing the strength of the three classes, it becomes obvious that the number of Society members engaged in manuscript work is surprisingly small. Have we failed to draw them into our ranks by stressing the basic similarity if not identity of archival and manuscript activities? Are

---

[2] The following table was distributed to the members in attendance at the annual dinner. The M.A. degree is interpreted to include a degree from a major library school.

Persons principally engaged in	Male	Female	Total	Holding degree of B.A.	M.A.	Ph.D.	Publications
I Archival work	139	44	183	37	78	40	115
II Record work	81	31	112	29	29	1	31
III Manuscript work	23	13	36	2	20	8	27
Total	243	88	331	68	127	49	173
IV Other work	70	16	86	26	29	26	59
Grand Total	313	104	417	94	156	75	232

they inclined to consider themselves of the species of the librarian rather than that of the archivist? Comparison of the strength of the three categories further shows that archivists and manuscript custodians together constitute two-thirds of our practicing membership and record managers one-third. If in our analysis we include the historical fringe in category IV, that percentage goes down to 26.6%. Once again we should bear in mind that the record management group in our tabulation contains a good many who conceal the archivist's sheepskin under the shinier and more expensive hide of the record management wolf.

Speaking of sheepskins, we may wish to look at the educational backgrounds of our membership. As you would expect, they are more conspicuous among those working in the archives and manuscript fields than among the record specialists. Of the joint categories I and III, 84.5% hold academic degrees and 64.9% have acquired advanced degrees, while those laboring in the record management vineyard have been exposed to less academic contamination. The corresponding figures are 52.7% and 26.8% respectively.

We should refrain from analyzing and evaluating the figures in the last column, those indicating scholarly activity and production as expressed in books, articles, and reviews. The publications referred to differ too much in size as well as substance to permit any valid conclusions.

Generally speaking, I shall not blame you if you disapprove of and reject this quantitative approach to our question, and if you please I shall not carry this game of facts and figures any farther. On the contrary, switching to a deductive-philosophical mode and mood, I would like you to join me in exploring briefly the historical foundations of archival endeavor in this country and the conditioning effect they have had on our profession; that is, in describing the archival animal in terms of the environment and the forces that have shaped it.

What then was the social climate from which the American archivist emerged and what were the forces that have formed his physiognomy? Let me start with the suggestion that rational administration of the record is bureaucracy's favorite child. The evolution of archives administration furnishes the contrapuntal accompaniment to the main melody, the growth of bureaucratic administration. Archives thrive best in regimented society; poor record keeping seems to be the price of liberty. More than a hundred years ago Alexis de Tocqueville predicted:

that in fifty years it will be more difficult to collect authentic documents concerning the social conditions of the Americans of the present day than it is to find remains of the administration of France during the Middle Ages; and if the United States were ever to be invaded by barbarians, it would be necessary to have recourse to the history of other nations in order to learn anything of the people that now inhabits them.

For, he continued, "No methodical system is pursued; no archives are formed; and no documents are brought together when it would be easy to do so."

In an atmosphere so indifferent if not hostile to the cause of archives, it was the historical scholar who became the standard bearer of archives administration. By what might be termed a process of artificial insemination, public administration on the national as well as the State level was induced to procreate machinery for the preservation and administration of the record of our past. True, in continental Europe, too, the scholar exercised an accelerating influence on the evolution of archival institutions, but he did not play anything like the leading role of his American colleague. Whether we like it or not — and I think we like it — it was the American scholar who presided over our origins, and we should be ill advised were we ever to separate the umbilical cord that connects us with the mother body of the historical profession. And if not all of us find it possible to revere both Clio and the unnamed muse of archives administration, whether we are archivists, record administrators, or manuscript custodians, we are bound together by the respect for the record as evidence that goes into the makeup of the historian.

In attempting to care for the record of the past, the American archivist has found himself confronted with what seems to me an unfortunate dichotomy, that between archives and historical manuscripts, unknown in the countries of the European continent. Influenced by the English concept of the "public record" as the legal record, a concept that only slowly gave way to a broader interpretation embracing the papers of administrative departments, we reduced the archives of informal organizations, families, and individuals to the level of historical manuscripts, subjected them to methods not compatible with their very nature, and erected an artificial gulf between archivists and manuscript custodians. Thanks to the work of Solon J. Buck, Lester J. Cappon, and Katherine Brand, we are in the process of bridging that gulf. However, the relatively low ratio of manuscript custodians in the ranks of our Society seems to indicate that the process of integration is far from complete.

The third and probably the most decisive factor that has conditioned the evolution of the American archivist is what might be termed the brand of archival imperialism that has prompted him to extend his concern to the sphere of semicurrent and current records in all of its phases. "Bigness" in public as well as private management, combined with technical facilities for record creation and at the same time a thorough lack of understanding of the role of records in administration, had so complicated the job of the American archivist that he was forced to consider these semicurrent and current records as a matter of sheer survival. I need not go into the details of this development. The question I should like to raise, however, is: What has happened in this country since roughly 1940 on the national and State levels and in private business — is it the repercussion of a world-wide development or one that is largely confined to the United States? If you study Pierre Caillet's report on the contrôle des archives en formation, read before the First International Congress, or the proceedings of M. Braibant's Second "Archival Round Table" (Table Ronde des Archives) on "Archives en formation," what M. Braibant calls "les archives chaudes," you will realize that the authority given to the Archivist of the United States and to the State Archivists of Maryland and North Carolina, for instance, by far exceeds the prerogatives of European archival authorities. The resolutions adopted by the Round Table claim for the archivists a consultative voice in matters of record classification in the administrative agencies and they call for courses in which agency personnel will be slightly exposed to archival doctrine, such as those organized in Poland before World War II. One of the interesting developments in this regard is the institution of archival missionaries in France, delegates of the Archives Nationales to the various ministries, who preside over the record retirement process and serve as it were as the operators of decentralized record centers.

On the basis of admittedly inadequate study, I am inclined to feel that record management of the kind we know is a development characteristic of the United States and other countries where the retarding of bureaucratic administration was responsible for a chaotic situation in matters of record making and record keeping. And I think it could and can occur in those countries only where the arteries of a young administration have not hardened to such an extent that the extraneous influence of the archivist will be resented and opposed.

If then, more than his European counterpart, the American archivist seems to be concerned with the record from birth to box

— that is the Hollinger box — the process of our professional coagulation was bound to be especially complicated and slow. It is hampered by other circumstances, too. Admission to the ranks of the profession is not so clearly and closely circumscribed as in the older countries. There the only avenue is through a national training institution or, in its absence, proficiency in the auxiliary sciences of history, which tends to have a highly restrictive and selective effect. With us, the individual's entree into the profession is not narrowly limited, and hence his exodus too seems to be easy and more frequent than in those countries where an archival position is the crowning achievement of many years of *ad hoc* study and preparation. Add to this the strong urge so prevalent in these United States to better one's position and to look for greener pastures, and you will understand why the composition of the body of professional archivists fluctuates a great deal, with much talent and experience being lost to other ways of life and a variety of new talent without experience constantly coming in.

Yet undoubtedly a competent corps of archival personnel has come into existence — vigorous, relatively prosperous, and like Crèvecoeur's American farmer "all clad in neat homespun" and certainly "riding in their own humble wagons." In 1940 at the Montgomery meeting, Theodore C. Pease pictured this American archivist as the "perfect courtier" with "wide human interests and charm to enable him to meet and to win all men on their own ground." Although not all of us can claim such distinguished qualities, is it not true that the unique circumstances surrounding the birth of the archival profession forced us to develop certain traits less prominent in the makeup of our European colleagues? We had to be and we must still be effective salesmen of our cause, in a world that suspected us of being mere antiquarians, lap dogs that society could easily dispense with. We have shown an open mind in applying to our work recent technical advances still considered "non-U" by some of our colleagues abroad. We have successfully developed the methods and techniques of archival arrangement and description. Last, but not least, in entering the field of record management, we have displayed the elasticity of thinking and the dynamism that are characteristic of the American people. Educated according to the tenets of the historian's *vita contemplativa*, we have begun to force our way of thinking on a reluctant highly industrial society. To quote Crèvecoeur again, the American archivist has shown himself a "new man who acts on new principles" and who "must therefore entertain new ideas, and form new opinions" — now readily available in Dr. Schellenberg's *Modern Archives*.

Do not misunderstand me. I do not overlook and I do not want to minimize the more somber spots in the picture. Archival organization in some of the States still lags. One of our oldest States has not yet an archival program worthy of that name, and its 17th and 18th century documents are still housed in an attic, exposed to theft and conflagration. And what shall we think of another State where, when a new administration comes in, the entire Capitol is swept clean and the archives staff is swept out in the process? As in the field of State archives, our progress in the area of the institutional and business archives has not been so rapid and systematic as we may have hoped.

What is true of our organization for archival service holds true of our archival profession. In budget, activities, and professional outlook, too wide a gulf separates our National Archives from the smaller archival agencies of the country; archivists and manuscript custodians are not sufficiently conscious of the similarity of their tasks; and our excursion into the area of record management was bound to tax the tensile strength of the profession.

Likewise, in the matter of standards and training, much thinking and work remain to be done. I am sure that all of us are aware of this. And yet, we may be proud of our progress and of our achievements. Let me take you back for a moment to the First International Congress of Archivists and Librarians in Brussels in 1910. After one of our delegates had read his paper on the transfer of records from agency to archival custody, the presiding officer, upon the motion of M. Cuvelier, ruled that Mr. Hunt's proposals were of too specialized a nature and too uniquely applicable to the United States to permit their being voted on by an international congress. Compare with this somewhat embarrassing situation the role American archivists now play in the International Archives Council, an organization sprung from American initiative, and you have something of a true measure of our progress.

What have we done to record, to analyze, and to describe the growth of our profession? What have we done to facilitate the work of the historian-archivist of the year 2056? Next to nothing, it seems to me. And this leads me to a set of recommendations I would like to place before you and particularly before my successors:

(1) The archives of our Society resemble the ambulatory archives of the medieval kings. Supposed to be in the care and custody of the Society's secretary, they travel from place to place, wherever the Secretary happens to dwell.

In addition, conscious of my own sins, I am afraid that the records of most of our committees do not find their statutory way into the Society's archives. If it is true that preservation of the Nation's record is a task of national importance, should not the National Archives or the Division of Manuscripts of the Library of Congress agree to serve as the Society's depository, and should not one of their staff assume responsibility for them as archivist of the Society?

(2) American Legion posts, bowling clubs, and many other organizations provide for the services of an historian. Would it be unreasonable to expect the Society's archivist to assume that function?

(3) We have little to show, in writing, of our appreciation of the founding fathers and leaders of our profession. The Italian archives journal used to carry excellent biographical essays on prominent members of their profession. Where do we find comparable articles on Cassius C. Stiles, van Laer, Victor Paltsits and many others? Do we have biographies of R. D. W. Connor and Albert Newsome worthy of their distinguished names? I am sure the editor of the *American Archivist* will find a place for such contributions that might later be assembled in a volume of American archival biographies.

(4) One of our archival institutions has an important oral history program. I submit that the reminiscences of Waldo G. Leland, Solon J. Buck, and Margaret C. Norton are as worthy of sound-recorded perpetuation as those of the old-timers of the Ford Motor Company.

(5) There has been much talk of a history of the movement for a National Archives. That history still remains to be written.

(6) We badly need a study of the American State archives, their origin, present status, functions, and problems.

(7) Should we not study the philosophy and growth of the record management movement while the memories of its chief leaders are still fresh and while we have more to work with than Bob Shiff's "time capsule"?

If some of these suggestions can be carried out, the historian of the year 2056 will do a better job in defining the American archivist than your present speaker.

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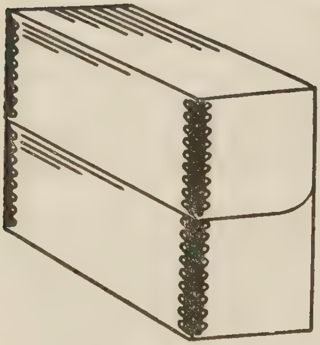

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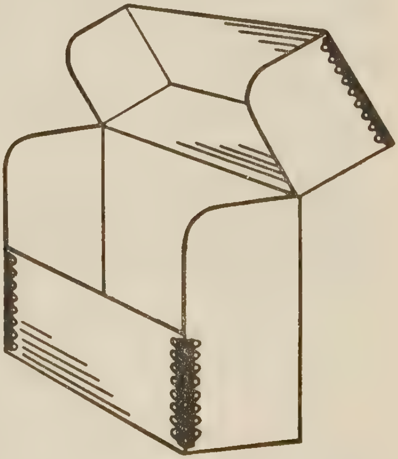

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Reports of State Archivists

By HENRY HOWARD EDDY[1]

Pennsylvania Division of Public Records

THE *Comparative Study of State and U. S. Territorial Laws Governing Archives*, compiled by Mary Givens Bryan, Archivist of Georgia and chairman of our Society's State Archives Committee, made generally available last year in mimeographed form, helps greatly in the attempt to secure reports from State archivists. Even with that useful study, however, it is not easy to discover what is developing in the archival agencies of the nation. The first and most obvious difficulty is, of course, that almost exactly half of the States publish no report from their archives. This lack of publication is sometimes, though not always, evidence of the utter lack of a State program for records care. Persons familiar with the workings of State governments will identify other reasons, slightly less obvious.

In many States the brutal fact must be faced that while budget officials may recognize the necessity for protecting records they do not recognize equally the importance of printed reports. In Alabama and in Tennessee, for example, the archives are housed in splendid buildings, but since administrators find that they can check management sufficiently with periodic typed reports, publication does not appear essential.

In other States, especially some with the largest populations, the State archival agency is engaged in a prolonged struggle to establish a modern program, to attain stature as something more than a genealogical agency, and to secure adequate staff and quarters. During such a development, the publication of plans that must perforce remain tentative becomes particularly ill-advised, for rival agencies are alert, watchful for opportunities to promote competing programs. It can be said that such State archives as publish reports are in general established agencies with ample budgets and the power to command their own destinies.

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[1] The author has been State Records Officer and chief of the Public Records Division, Pennsylvania Historical and Museum Commission, since 1948. He was Vermont State supervisor of the Historical Records Survey, 1940-42. Between 1943 and 1948 he was employed for varying periods with the National Archives, the Franklin D. Roosevelt Library, the New York State Department of Archives and History, and the North Carolina Department of Archives and History.

Less generally appreciated is the difficulty which arises from current uncertainty regarding the relationship between records management, paperwork, and the more conventional programs which remain typical among the States. What would be proudly trumpeted as an archival triumph by one State is by its neighbor shrugged off as mere records management, meriting no report. It is happily true that in North Carolina, Maryland, Wisconsin, and certain other States, new programs for records management have been blended neatly into agencies long established; but elsewhere the story is different. Notably in Michigan and Rhode Island there are successful records management programs fathered by the National Records Management Council and directed by the respective State Departments of Administration. In each of these States an effective disposal program is active and a records center operates with efficiency, but there appears to be regrettably slight connection between the management of this fine work dealing with recent records and the agency for State archives. During 1955 neither State submitted a report on its archives; Michigan, however, published in July 1954 a 16-page processed booklet entitled *Records Management Program*; and the Rhode Island development is explained clearly by Howard A. Kenyon's article, "Government Looks at Records Management," in the *Proceedings of the First Annual Conference on Records Management*, published by New York University in 1955. Doubtless other similar reports lurk in obscurity. It is sad that we cannot agree as to just what archives work is.

At the other extreme stand certain of the State historical societies that purport to be archival agencies while reflecting in their publications very little as to their archival activities. Notable in this respect is the Nebraska State Historical Society, resplendent in a new building, which reports in *Nebraska History* for December 1955 a sweeping program including work with a variety of private manuscripts but evidences no concern whatever with public records. The archival field yet remains fluid; we appear incapable of defining more than its approximate limits. Just possibly, however, when we do have those limits neatly established we shall discover that much of the joy of professional experimentation has been lost.

Fourteen States from which reports are usually submitted failed to send in reports during 1955: Arizona, Colorado, Delaware, Florida, Idaho, Illinois, Kentucky, Minnesota, North Carolina, Oregon, South Carolina, Utah, Vermont, and Wyoming. For most of these, this was the off-year between biennial reports.

Twenty-two States submitted no reports whatever or reports so fragmentary as to be without meaning: Alabama, California, Iowa, Louisiana, Maine, Michigan, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Mexico, New York, North Dakota, Ohio, Oklahoma, Pennsylvania, Rhode Island, South Dakota, Tennessee, Texas, and West Virginia.

Reports from the 12 States and 2 Territories that did send in their summaries this year demonstrate the usual wide divergence in content, style, and format. To conserve space, this very rapid run-through emphasizes factual content with a minimum of comment as to form.

The ARKANSAS History Commission has charge of official records and in 1953 was provided with $50,000 to construct a vault but nothing for equipment. A subsequent budget cut made necessary saving $3,600 by omitting to appoint an archivist. Among 14 plans for future development, is the following statement: "Selection of records from the great mass of those in custody now of the Secretary of State (at that official's request) for archives. Here is a great potential source for enrichment of our MS. collections." The Arkansas report is dated January 29, 1954.

In CONNECTICUT, State and local archives dating back to 1636, minutely indexed, are in the custody of the State Library. Control over local records rests with the State Records Examiner, Harold S. Burt, who annually visits 169 town clerks' offices and 119 probate offices. The Library Building, which dates from 1910, is now crammed, and an active campaign is afoot to obtain both a bombproof vault and a records center. A program for records management in the State government is beginning.

The program of the GEORGIA Department of Archives and History is presented in 17 mimeographed pages supplemented by bulky appendixes. This report is unique in that it was prepared by the State Archivist, Mrs. Bryan, expressly for presentation to her fellow archivists at their 1955 annual meeting. It sketches the Archives from its founding in 1918 and shows expansion within the last 5 years to provide extensive microfilm facilities, a records center, and a second Barrow Laminator, outsize for repairing maps.

From INDIANA, where the archives is located within the State Library, an annual report of 6 typed pages covering the fiscal year 1954-55 shows a records intake totaling 66 drawers, 4 volumes, and over 2,000 items. Currently a combination of weeding and microfilming is cutting down the volume of records within the Archives itself. The microfilming program is modest but apparently effective.

For KANSAS, the State Historical Society, in the Spring 1956 issue of its *Historical Quarterly*, reports an archival program of notable scope. There is much microfilming but apparently no attempt either to promote or to regulate the destruction of official records. The Society furnishes to the public certified copies of census records without charge and, as might be anticipated, does a rushing business. In 1955 it issued 15,107 certificates, chiefly to persons seeking retirement and social security benefits.

At the MARYLAND Hall of Records expanded activities have made space in the fine building inadequate, and hope stirs for a records center in a new State office building and even possibly for a second, at Baltimore. The relatively new records management program at Annapolis has become stable in personnel and procedure and is showing results in disposals promoted, in disposal schedules operating, and in an increase of microfilming. Unfortunately, legal restrictions have nullified plans for saving space through the destruction of permanent records after filming. Microcopies have been ruled inadequate for evidential purposes, but this impediment may yet be removed by the legislature.

In MASSACHUSETTS an Archives Division and a Public Records Division operate separately, but both under the Secretary of the Commonwealth. That officer, in his report for the fiscal year ending June 30, 1955, comments very briefly on activities in each of these divisions. It appears that the Massachusetts Archives is chiefly an office for the routine recording of certain instruments and that it lacks both the staff and the space essential for getting control over the older records and providing adequate service on them. The Supervisor of Public Records works with custodians of records in the cities and towns, approves the ink, carbon paper, typewriter ribbons, and stamp pads used on records, and inspects and approves safes and vaults. He has also certain responsibilities regarding binding. In neither division does the program sound vital or inspiring.

In the 1953-55 biennial report of the MISSISSIPPI Department of Archives and History, William D. McCain, leaving to become a college president after serving for over 17 years as Department Director, summarizes accomplishments during his regime and charts a program for future development. Notable features in current archival activity in Mississippi are the acquisition of 24 rolls of microfilm containing Spanish records, 1781-98, a shift to flat filing for all private manuscripts, and a flourishing hope that a records center may shortly be authorized in the recently-vacated Old Capitol at Jackson.

In New Jersey the State Archives has been chiefly engaged with records management. Microfilming of records has been extensive, disposal and retention schedules have been established for many agencies, a small records center has been put in operation, and there is hope for a larger center. In October 1954 the Archivist left to enter the employ of the Lockheed Aircraft Corp., and at the end of the fiscal year he had not been replaced.

The Virginia State Archives operates as a division within the State Library. Three pages of the Library's *Report* for 1955 show very active use of records, especially of those on microfilm, and an intake during the year of public records totaling 140,033 items and 493 volumes, and of numerous private manuscripts as well. Continuing is a heavy program for restoring records volumes, a work paid for by several patriotic societies. Currently operating and to be completed next year is a project for locating and microcopying the colonial records of Virginia now existing in British repositories.

From Washington comes a letter stating that prospects for archival work there appear improved by the transfer of the staff (an archivist, an assistant archivist, and two microfilm operators) to the Department of General Administration from the Department of Public Instruction. It is obvious that in Washington, as in many other States, records administration dominates the archives.

In Wisconsin a relatively recent records administration setup has been successfully united with the long-established State Historical Society. The new program is under the direction of a competent alumnus of the National Archives, Jesse Boell. Clearly Wisconsin uses the Federal records pattern, cut down to State size. No report is printed, but 7 pages of compact typing tell of many disposals stimulated, of notable accessions from important State agencies, of continued success in the operation of the interesting regional depositories for local records, of assistance afforded to State agencies with problems of records management, of expansion of space available for archives, and of the launching of a records center providing 4,000 square feet for economical and efficient storage of less permanent records. At Madison records management is really in its stride.

From Hawaii comes a letter and a processed annual report of three pages covering 1954-55, with three additional quarterly reports bringing the story through March 1956. The hard work of settling into the new building continues, extensive reorganization of both collections and established procedures is gradually putting the work on a more strictly archival basis, and a much-needed program for guiding records disposal in the governmental agencies is under way.

ALASKA, so young, so sparse, and so frigid, can scarcely be expected to possess extensive archives, but from Alaska comes one note worth attention. The *Annual Report of the Governor of Alaska* for 1955 refers to the accession by the Historical Library and Museum of a "Skookum Paper," dated 1881, which called upon all Indians to refrain from making "Hoochinoo." Obviously this was an antifreeze.

Thoughts on Oral History

By HELEN McCANN WHITE [1]

Denver, Colorado

THE Forest History Foundation, Inc., with headquarters in St. Paul, Minnesota, is concerned with searching for source materials on forest history and bringing them to the attention of reputable collecting agencies and qualified scholars. The foundation is not itself a collecting agency. For nearly 10 years, in carrying out its activities, the foundation has interviewed persons associated with the forests and forest industries throughout the country. During the last 4 years many of its interviews have been tape-recorded. These interviews — with old-time lumbermen, foresters, lumberjacks, loggers, sawyers, surveyors, and scalers, — conducted by members of the foundation staff, have preserved the reminiscences of persons who have neither the time nor the inclination to sit down and write at length about their life experience. Supplementing their personal reminiscences, some of the persons interviewed give background information about companies whose records the foundation has discovered and helped to preserve; still others supply data on companies whose records have been destroyed. For these reasons work in oral history has become an integral part of the foundation's program.[2]

In 1955 the foundation sponsored a 10-week survey of sources for forest history in the St. Croix Valley of Minnesota and Wisconsin.[3] The white pine forests of this valley played an important role in American forest history from the late 1830's through 1914. The foundation hoped to find in the valley the records of logging and lumber companies and other forest-related industries that had operated there. It wanted to find papers of persons connected with these industries. If records and papers had been destroyed, the foundation hoped to learn where, when, and under what circumstances destruction had taken place, so that an attempt could be made to fill from other sources the gaps in its knowledge. Since the logging and lumbering days are within the memory of men and women still living in the valley, the foundation wanted also to interview persons who had first-hand knowledge of companies, records, and events of forest history.

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[1] The author has been on the staff of the Minnesota Historical Society and the Forest History Foundation. In 1952-54, as a member of the faculty of Tsuda Women's College and Jiyu Gakuen, in Tokyo, she conducted tape-recorded interviews with second-year college students.

[2] The broad term *oral history* in this paper refers to spoken historical evidence obtained by trained historian-interviewers; recorded either by them or under their supervision in longhand or shorthand or by a recording device; and preserved either in its original form or in the form of typed transcriptions collated with the originals. The term *oral history interview* describes a particular form of oral history — spoken reminiscences recorded on tape with the aid of trained interviewer-historians and transcribed in typewritten form, in accordance with ethical and procedural standards. The latter definition, altered to express Forest History Foundation practice, is borrowed from Vaughn Davis Bornet's definition of oral history in "Oral History *Can* be Worthwhile," in *American Archivist*, 18:241 (July 1955).

[3] *Forest History Report No. 1; Survey of Forest History Resources for the St. Croix River Valley, Minnesota-Wisconsin*, by Helen McCann White, was issued in mimeographed form by the Forest History Foundation in November 1955.

The St. Croix Valley survey, assigned to me, was carried out in August, September, and October of 1955. In conjunction with the survey I was asked to devote particular attention to the problems of oral history in the area. In preparation for this phase of the survey I studied the foundation's oral history interview files, reviewed my own previous experience in conducting and recording classroom interviews, and investigated the experience of others in making oral history interviews.[4] During the survey I experimented with interview techniques and, as a part of the survey inventory, listed all persons who, I believed, would be good sources for oral history interviews. As time permitted, I conducted and helped to process sample oral history interviews.

Persons in nine communities were interviewed. These persons had been associated in some way with the forests or forest industries. Most of them were elderly or past middle age; all lived in or near small towns and cities in the valley. Ninety-nine interviews (45 by telephone and 54 in person) supplied useful data for oral history. Twenty-five people were judged good subjects for oral history interviews, and tape-recorded interviews were made with five of them.

The background of the following comments is the total Forest History Foundation oral history program, but illustrations are drawn chiefly from experience in the St. Croix Valley survey. It is my belief that advance preparation, preliminary field interviews, selection of prospects for tape-recorded interviews, the recording of the interview, its transcription and emendation, and the formulation of terms of agreement regarding its ownership and use are all steps in the ultimate production of oral history interviews. Although the conclusions present one person's limited point of view and experience, they may be of some value to others interested in the oral history process.

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[4] Especially useful were Bornet's article; Owen D. Bombard, "A New Measure of Things Past," in *American Archivist*, 18:123-132 (April 1955); and the experience of Lucile Kane, curator of manuscripts of the Minnesota Historical Society, and Clodaugh Neiderheiser of the Forest History Foundation staff.

PREPARATION FOR ORAL HISTORY INTERVIEWS

Careful preparation is necessary to produce fruitful oral history interviews. Poor preparation or no preparation often results in tedious, rambling, pointless recitals of slight historical value. On the other hand, some believe that prepared interviews lack spontaneity and may become interlarded with dramatic incidents of doubtful origin. In my experience, the valuable results of preparation by both interviewer and interviewee have far outweighed any supposed loss of spontaneity, and preparation has encouraged rather than discouraged a truthful narrative.

First, the interviewer must prepare. He should study the field of history in which he will be working, the region where he will carry on his investigations, the persons he hopes to interview, and the subjects on which these persons may have information. Before going into the St. Croix Valley, I studied valley and county histories, biographical sketches of old settlers, general works on forest history, and manuscript collections and inventories of collections relating to the St. Croix Valley. From these and other sources, a card file of notes was prepared on places, events, dates, persons, and companies of significance to the forest history of the valley. These notes helped me to find persons associated with forest history and, having found them, to ask them specific questions.[5]

A second step in an oral history field program is a personal introduction to someone who lives or has lived in the region where the interviewer will work and who has a wide, friendly circle of acquaintances there. Such a person can provide introductions to others and can explain briefly the objectives of the interviewer's search. Robert E. Slaughter, who was born in the St. Croix Valley and who for more than 60 years has been associated with the lumber industry, gave such service to me many times. His introductions and his kindly advice were of the greatest value in carrying out the survey. Introductions of this kind established confidence between strangers more quickly than any other approach used during the survey.[6] An introduction is followed by an appointment to call on

[5] See Bombard, in *American Archivist,* 18:127, describing research preparation for the Ford Archives oral history program.

[6] Bornet sees value in having a "faceless" interviewer; he asserts, "A more accurate and reliable job will result when the interviewee knows little more about the life, thoughts, desires, and prejudices of the historian-interviewer *after* the interview than he did before it began. The pattern of his ideas will then be more likely to be his

the interview prospect.[7] One introduction leads to others, and the interviewer rapidly widens his own circle of acquaintances.

Supported by notes and introductions, the interviewer takes a third step: the first meeting with persons whom he considers prospects for oral history interviews. Ideally, this first visit is a leisurely, rambling exploration of people, events, and ideas. The interviewer is above all a captivated audience, happy to listen to whatever the interviewee is moved to say. The obligation to listen amiably has often been neglected by field workers in oral history. They want to discuss only certain subjects. They have other appointments close on the heels of this one. They must get home on time. The last bus leaves at four. So they fidget and furtively glance at their watches. The interviewee comments later: "The young whippersnapper wasn't interested in me. He only wanted to know about my grandfather." The nervous, hasty approach does not encourage the interviewee to speak freely. Time — and more time — and patience are needed while the listener follows down many a fascinating path and stumbles on unexpected treasure. He adds notes to his card file and, when he can tactfully do so, gradually draws the speaker to the objects of the search.

A few comments on note taking should be made here. When one must choose among many persons those who are most worthy of recorded interviews, it is important to have notes of preliminary conversations. Another reason for taking notes is that the person who conducts the preliminary interview may not always be the one to make the followup oral history interview, although ideally he should be. Within the limited time of the St. Croix survey, I could make only 5 of 25 possible oral history interviews, but my preliminary notes may save repetitious investigation by another foundation interviewer. It is best, of course, to take notes during the interview. Some persons have found that those interviewed are distracted by note taking, and indeed, some interviewers themselves find their

own." Bornet, in *American Archivist*, 18:250. One must support this ideal but qualify the terms because they ignore the fact that many persons do not care to entrust their personal reminiscences to "faceless" strangers. They want to know about the interviewer — both the person and the professional man. They often have prejudices, particularly against a young city person's supposed lack of appreciation for what is old and what is rural. Often the person who supplies introductions can provide interviewees with necessary background information about the interviewer. If he does not, then the interviewer must furnish it during the preliminary interview. In this matter, as in all others, the interviewer-historian must not, of course, lose perspective or forget his professional objectives.

[7] If the interviewer has some doubt about the possible value of a person's reminiscences, a preliminary telephone conversation with the person can help him decide whether to make an appointment for a face-to-face interview.

attention wandering from the speaker to the note-taking activity. If the interviewer can take notes and at the same time listen well, perhaps the interviewee is also less apt to become distracted. Some people interviewed ignore the note-taking process; to others note taking indicates that what they are saying is worthwhile. Conversely, not to take notes may make them think that the interviewer finds their testimony of slight value.[8] In my experience many persons seemed to enjoy the note-taking process and actively cooperated by repeating statements, looking up names, addresses, and telephone numbers, and spelling out unfamiliar words. Not to take notes during interviews, particularly during a series of interviews, is, I believe, to hamper one's research and to risk making a false impression of carelessness on the persons interviewed, who are quite aware of the tricks anyone's memory may play on him.

During the preliminary conversation, the interviewer tries to decide whether the interviewee's testimony should be tape-recorded. The following qualifications were considered in the St. Croix Valley survey, to determine whether oral history interviews should be made:

1. First hand experience in forest industries.
2. Knowledge of particular companies and their records.
3. Knowledge of or personal relationship to individuals active in forest industries.
4. Willingness to speak on these subjects.
5. Ability to speak on these subjects.
6. Reliability of testimony.
7. Experience or knowledge not otherwise recorded, preserved, or closely duplicated in records that are already preserved.

If he has decided that an oral history interview should be made, the interviewer must then explain why he wants it. "What will you do with it? I didn't do anything important. Who is interested in my story?" These are frequent questions. Before he can answer directly the interviewer must define his own position in the community. He is not a gossip peddler, nor will he participate in local personal feuds. Often he must illustrate some of the conventions and procedures by which a historian operates. During the St. Croix Valley survey, for example, it was necessary to explain to several people how reminiscences could be used by the historian — along with diaries, court records, census schedules, city directories, newspapers, and the records of business concerns — to recreate a picture of life in the valley during the heyday of the lumber industry.

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[8] One veteran interviewer points out that people sometimes overestimate the value of their testimony if notes are taken freely during the interview. Bornet, in *American Archivist*, 18:243.

As the interviewer speaks of the historian's craft — in terms simple or complex, according to the interest and background of his hearer — he may also talk about published sources. Persons in a field area can often give useful and detailed evaluations of published books about their region. Sometimes they are able to support or refute opinions expressed in such published works. In the St. Croix Valley, for instance, an old gentleman described his experience during a great forest fire and explained why, in writing about it, a famous author had been led astray. When the interviewer reveals a knowledge of published sources, he often relieves the interviewee of any obligation to draw upon these sources in his own narrative. Frank, objective discussion of sources and of the requirements of history inspires respect for the profession and the desire to give honest testimony.

The interviewer has another task to perform during his preliminary conversation with the candidate for an oral history interview; he must make definite preparations for a recording session. With the interviewee he outlines a plan for the interview. He may suggest that the interview should be recorded in three parts on three half-hour tapes. One part might include an autobiographical sketch; another, aspects of the person's professional career; and a third, special subjects on which the person can make a contribution. On the other hand the interviewer may wish to define only the general subject of the recording and set no limits on time or tapes. He will then give assurance that the interviewee will receive a typed transcript of the recorded interview and that he will have an opportunity to emend it before it becomes a permanent record. After these explanations the interviewer makes an appointment, preferably within a few days, for the recording session.

In the interval between the preliminary conversation and the recording session, the interviewee has an opportunity to prepare for the oral history interview. He searches his mind for other names, dates, and events. He searches his house or office for letters, notes, documents, and business records to supplement his recollections. He may study these sources with a sharpened sense of historical values. His second thoughts may be more informative and accurate than his first ones were.

The Recording Session

The interviewer (who is here presumed to be the operator of the recording machine) takes the final step in preparing for the oral history interview when he sets up his recorder.[9] He explains briefly how the machine works. He may record and play back a bit of talk so that the interviewee will have an idea how to control his voice. He will be sure that the interviewee understands the length of time required for recording one reel of tape. Together they will review the general plan for the interview. Then, as the recording proceeds, the interviewer will make sure that the interviewee knows when a reel is almost finished, so that the narrative will not run off the tape. He may play back a portion of one tape before the next reel is put on the machine. Attention to these details is a necessary part of the recording process. Obviously they must be handled with care to ensure the best possible technical product and at the same time keep the atmosphere of the interview relaxed and natural.

The content of the oral history interview is influenced by the personalities of the interviewer and interviewee and by the preparatory work which precedes the recording session. But the interview becomes a more valuable historical source if, while keeping its own subtly original flavor, it follows certain useful conventions. Forest History Foundation experience suggests the following ones:

1. Autobiographical information on the interviewee is recorded as a part of every interview.[10]
2. The interviewee tells what source materials he has, knows about, or has used.
3. The date, place, full names of participants and others mentioned in the interview, and other information necessary for cataloging the interview are recorded on the tape.
4. The interviewer does not ask leading questions or attempt to put words in the interviewee's mouth.

It becomes clear after one has conducted many interviews that a person who is a good source of oral history can rarely tell, in one recording session, all that the interviewer wants to know. Because he cannot hope to paint a whole portrait in one sitting, the interviewer concentrates first on subjects of the greatest value to his own search and prepares the way for future interviews conducted by himself or others. The length of one session depends primarily on the age and health of the person being interviewed, but to some extent on the interviewer's field schedules and other external factors. Some people feel strain after talking for an hour. Many more, in the writer's experience, forget all other responsibilities and are fresh and full of talk long after the interviewer himself has become weary. In general, the most favorable results seem to be achieved if the oral history interview is conducted in a leisurely fashion over a number of days rather than concentrated in one long day's session.

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[9] If the interviewer operates the recording machine it is almost impossible to keep the machine and microphone in the "unobtrusive" position recommended by Bombard in *American Archivist,* 18:129.

[10] Bornet suggests, in *American Archivist*, 18:248, that a biographical sketch of the person should be attached to the transcript and that, if such information is available in printed form, citations should be given. The writer believes that if such sources are available the interviewee should be asked, in the interview, to comment on their authenticity. If they are not in existence, then an autobiographical sketch in the interview is more valuable than a biographical sketch attached to it.

Interviews were simpler to conduct and more productive, in the St. Croix Valley experience, when they were undertaken with one person and no audience.[11] An incident that occurred in Stillwater, Minnesota, some years ago suggests, however, the possible value of group interviews organized around a special historical problem. There the local historical society sponsored a meeting at which a long-time resident of the St. Croix Valley read a paper on the Schulenberg-Boeckeler Lumber Co. Before 1900 this company had operated the largest sawmill in the valley, but few of its records remained. In the audience were many persons who had been associated with events described in the paper. The speaker welcomed their questions and comments, and the discussion that followed added greatly to the historical value of the paper. Similar forums or round-table discussions, each dealing with the subject of an interviewer's search and perhaps sponsored by a local historical society or public library, could well be sources of valuable oral history interviews. A group interview could follow a series of individual interviews, or it could introduce the interviewer to a community and bring together persons with whom he would later have oral history interviews.

The Typed Transcript

The interviewer is more familiar than anyone else in his office with the content of the oral history interview and with the speech idiosyncrasies of the person interviewed. For these reasons he may be able to make a more accurate first transcript of the interview. From his rough draft a typist can make a clean copy with one carbon, which the typist and the interviewer collate with the tape recording. The interviewer sends one copy to the interviewee, attaching to it his own notes of possible emendations. However much the interviewer may be tempted to correct this first transcript as he types it, it would seem proper for the interviewee to see a text of the interview exactly as it transpired. Both participants will then have equal opportunity to emend the transcript.

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[11] Lucile Kane points out, however, that it may be advisable for an expert to sit in when one conducts an interview with a person having knowledge and experience in a specialized technical field. See her "Interviews and Reminiscences," in Minnesota Historical Society, *Service Bulletin No. 3* (St. Paul, 1951) p. 4.

The oral history interview, if it has been obtained after careful preparation by both participants, is essentially a record of their studied thoughts spoken in particular circumstances of time and place. The primary responsibility of the interviewer in processing the transcript is to clarify the thoughts with the least possible alteration of the text. If he adopts this view of his responsibility, he will be very reluctant to rearrange thought sequences, improve phrasing, correct errors of grammar, eliminate questions, omit false starts, or otherwise enter into the editorial province.

Sometimes the interviewee alters the text. If his changes improve the accuracy of his testimony, they should perhaps be welcomed. Yet how can the time-place character of the oral history interview be preserved if the text is materially altered by either participant? In transcribing final copies of the St. Croix Valley oral history interviews, all addenda were placed in brackets in the text and explained in footnotes. The problem of deletions is more complex. For example, one interviewee wishes to cut out a passage containing an uncomplimentary statement about a neighbor's grandfather. He has no evidence to support his statement and is afraid that someone who knows the neighbor will read it. The statement is accordingly deleted from the final transcript and erased from the tape. Another person describing life in a lumber camp in the 1880's digresses to talk about family affairs. She wishes to delete the remarks about her family because they are "too personal." The interviewer explains that this part of her interview also provides useful source material for historians. She is then willing to leave it in the text, "if somebody can use it." A third person who wishes to delete a significant part of his interview may agree to leave it in if the interview will not be used without his permission during his lifetime.[12]

Under most circumstances, notes regarding the kind and extent of all alterations made during the processing of an oral history interview should be available to research workers who use the interview. These notes may be summarized on a data sheet attached to each copy of the interview, or they may be kept filed with correspondence or accession notes on the interview.[13] Into a file of this sort the interviewer may put notes on his impressions of the person interviewed, comments on any experience or prejudices that he feels may have colored the interviewee's version of events, and a description of the surroundings in which the interview was conducted. Such notes, revealing also something of the personality and objectivity of the interviewer, will help the research worker to evaluate the interview as a source of history.

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[12] It is certainly a better policy to encourage the person interviewed to restrict the use of portions of the oral history interview rather than delete them from the text. Bornet suggests that closed portions should be typed separately in order that nonsecret material may be freely used. *American Archivist,* 18:251.

[13] The Forest History Foundation is experimenting with the use of a standardized

When final collated copies of the approved text of the oral history interview have been completed, what shall be done with the tapes? If they are preserved, should not their text be altered to conform to the approved typed version of the interview? This is a difficult task if many changes have been made in the typescript. It is perhaps better to erase the tape completely than to preserve an imperfect version of the interview. Erased tapes can be reused many times. To preserve the tapes of oral history interviews, on the other hand, is to preserve the original source, the voices, and something of the personalities and atmosphere of the interview. The Forest History Foundation is considering a compromise plan to rerecord and preserve selected portions of each oral history interview recording.[14] Before the tapes are erased the foundation offers the interviewee or members of his family an opportunity to purchase them for the price of an equal number of new tapes. If the tapes of the oral history interview are to be preserved by the interviewee or his family, they should be corrected to conform to the approved typescript and should be subject to the same terms of agreement for their use that are worked out between interviewer and interviewee for the use of the transcripts.

The Forest History Foundation keeps a first copy and carbon copies of the approved final transcript in manila folders in its oral history files. Correspondence-accessions folders contain related materials on the interview. Other copies of the approved transcript are presented to the interviewee and to institutions collecting source materials on forest history. Publication rights to any of these oral history interviews must be obtained from the foundation.

Agreements Regarding Oral History Interviews

Terms of agreement covering ownership and use of the oral history interview may be simple understandings between interviewer and interviewee or more formal contracts drawn up after the inter-

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form sheet on which background information and processing notes are summarized. This sheet would be attached to all copies of the interview transcript.

[14] Bornet suggests certain precautions to ensure the preservation of a high-fidelity record of the interviewee's voice. *American Archivist*, 18:247.

view has been completely processed.[15] This conclusion is based on assumptions about the interview process which are summarized here.

1. The interviewer wishes to make the oral history interview primarily for his own use, but he recognizes a responsibility to preserve it as historical source material for the use of others.
2. The interviewer states these purposes in his preliminary conversation with the interviewee and repeats them to him in writing.
3. The interviewee, by participating in the oral history interview, gives tacit agreement to its use for these purposes.
4. When the interviewer agrees to furnish a typed transcript of the recorded interview to the interviewee for review, he recognizes the interviewee's right to emend, or otherwise alter and restrict the use of the testimony, *within the limits of the general terms already stated.*
5. When the interviewee reads, emends, and finally approves the transcript of the interview he gives further consent to its use for the purposes stated.
6. The interviewee is not as a rule ready to agree to any specific terms governing the use of the oral history interview until he has seen his own words in typescript.
7. Both interviewer and interviewee have rights in the oral history interview, which they jointly have created. One has contributed the story of his unique personal experiences and the special knowledge he has. The other has contributed professional training and preparation and he, or the organization he represents, has paid all the costs of producing the interview. No matter how objective the interviewer, his background, personality, and particular research needs contribute to the choice of questions and the content of the interview. Both participants have invested time in this enterprise. Both wish to protect their interests in it.
8. Terms of agreement regarding the ownership and use of the interview are stated in discussions and in correspondence between interviewer and interviewee. Oral understandings are repeated and confirmed in writing. Terms may cover the number and disposition of typed transcripts, the disposition of the tapes, the rights of the interviewee's heirs, publication rights, and any special restrictions on the use of the interview or parts of it.

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[15] There are two objections to the practice of obtaining formal agreements regarding the ownership and use of the interview before the oral history interview has been recorded, although this practice has been recommended by Bornet, in *American Archivist*, 18:250. The interviewee may become overcautious and inhibited in his recollection of events, and terms of agreement would be formulated for the ownership and use of an oral history interview that does not yet exist. Until it does exist it is difficult to anticipate the particular problems that may arise concerning its ownership and use. On the other hand, no interviewer wants to spend his time making an interview which he cannot freely use or which someone else will publish before he can use it. Perhaps the best safeguard of the interviewer's rights is the confidence established between him and the interviewee during their association.

9. Formal statements of agreement, if considered necessary, are drawn up and signed after the approved transcripts are finally completed. Thus the agreements rest on the mutual confidence and understanding developed during the association of interviewer and interviewee.

CONCLUSION

My own experience and that of the Forest History Foundation both in oral history field work and in processing oral history interviews have provided the background of the thoughts presented here. The foundation's experience has been limited to the oral history testimony of persons associated with the forests and forest industries. My own experience, cited here, has been similarly limited and confined to such persons living in or near small towns and cities in the St. Croix Valley of Wisconsin and Minnesota. The experiences, and the thoughts nurtured by them, may have value in oral history projects associated with other industries. They may have some application to oral history field work in other small city-town regions of the United States. The oral history process described here is one in which interviewer and interviewee work together in an attempt to create objective, truthful, faithfully recorded, and accurately transcribed oral history. Their product, the oral history interview, they willingly dedicate to the uses of history.

The New York State Local Record Program

By HOWARD W. CROCKER[1]

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BEFORE getting into my discussion of the New York State local record program I should like to speak briefly about the field of government it operates in and the background of the program.

The local record program operated under the commissioner of education is merely one of several public record programs in New York State. There is a State record program under the director of the division of the budget in the Executive Department that handles the records of State departments and agencies; a court record program that operates, at least for the purpose of disposing of valueless court records, under the appellate division of the State supreme court; and a New York City record program, under the Board of Estimates and certain city officials, that handles the records of New York City and the five counties within it. I mention these other programs merely to show the record-program framework into which the local record program fits.

The local record program, as the term implies, deals with the records in the various local units of government outside of the city of New York and its five counties. These local units of government, between five and six thousand in number, form a series of complex patterns of government, for the most part independent of each other in operation. I realize that their number will mean little to anyone not familiar with New York State, but the program is concerned with the records in nearly 1,600 counties, cities, towns (or townships) and villages, and several thousand school and special districts. As you can see, our field of operation is not exactly restricted.

But much more to the point in assessing the task we face are the population and age of these local units of government, for population and age have an important bearing on their records.

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[1] Paper read at a dinner on October 10, 1956, sponsored by the Committee on State Records, the evening before the annual meeting of the Society of American Archivists, in Washington, D. C.

They range in population from less than a hundred to more than a million. Unquestionably, some have lost population since the 1950 census, but many local units, particularly towns in the vicinity of cities, have increased in population at a fantastic rate. I need give only one example. The town of Oyster Bay on Long Island, which in 1950 had a population slightly less than 67,000, now has an estimated population of almost 240,000. The march to suburbia, a phenomenon common to many other sections of the country, is in full swing in New York State.

With the growth and resettlement of population have come tremendous problems for local governments in the fields of water and sewerage facilities, police and fire protection, health, highways, taxation, recreation, and schools. Financing these services is becoming increasingly difficult, for more and more units of local government have annual budgets running into millions of dollars. According to a recent announcement by the State comptroller, the total taxes collected by all units of local government in New York State (including New York City) in the fiscal year ending in 1955 was $1,840,000,000. Even in this day of big government, the problems faced by local governments are not insignificant. Their magnitude is reflected in the records piling up in local offices.

The age of the units of local government also complicates the handling of their records. Many of these units in New York State, as in other eastern States, are old. All but one of the counties in which this local record program operates were erected more than a century ago. Nineteen actually date from the latter part of the 18th century and six from the latter part of the 17th century. The majority of the towns are almost as old; and few, if any, of the cities and villages are actually young. Only the central school districts and the special improvement districts are relatively new, for they have been established to handle problems that have arisen during the past two or three decades. From the point of view of record management, however, districts more than make up for their youth by their great number.

I hardly need emphasize further the fact that New York State has, as I am reasonably certain many other States have, the principal ingredients — population, age, and records — that make a local record program necessary.

But there is one more thing about the local units of government in New York State that I should point out. It is the very close State-local relationship that exists and the strong effect it has on the local record program. Despite continued arguments for more "home rule" for local units of government, most of the records in local offices are created or filed there in compliance with laws enacted by the State legislature or with regulations issued by State departments and agencies. It may surprise some of you to learn that, in all but two of the local units in which the record program operates, the fiscal records are audited at 2- or 3-year intervals by the State Department of Audit and Control. This close State-local relationship is a principal reason for the State's interest in the records in local public offices.

New York's local record program is not in any sense new, although since 1951 it has undergone a rather painful face-lifting. It was inaugurated in 1911, when the legislature established a Division of Public Records in the State Education Department. To the division was assigned in 1913 the duty of taking "all necessary measures for the proper inscription, the retrieval, the care and preservation of all public records in the various political divisions of the state," except those excluded by law. Through the years the program was carried out, sometimes vigorously and sometimes not, on both the State and local levels. Primary emphasis was placed on the protection of records, particularly those having historical value.

By 1950, however, it was clear that the program had not kept pace with record problems at either the State or the local levels. Records were piling up at a rate that threatened to interfere with the functioning of many offices. Two steps were taken to improve this condition:

1. Control over State records was transferred by the legislature to the Executive Department and a new State record program was set up in the Division of the Budget. The local record program remained in the Education Department.
2. The local record program was changed to meet the new conditions and new problems existing in local offices and was offered to public officials as a service to help them solve those problems.

As you can imagine, it was one thing to adjust our thinking to the changed program, but it was a far more difficult task to determine how the program was to be carried out. After many discussions with public officials and countless visits to local offices for on-the-spot evaluations of record problems we came up with five major objectives that we knew had to be accomplished:

1. An effective disposition program had to be put into operation so that records could be destroyed systematically as they became valueless. This was absolutely necessary if the offices were to escape being overwhelmed by the avalanche of records.

2. Control over records had to be reestablished in the many offices where it had been lost. This was essential not only for administrative reasons but also for the protection of the rights of individual citizens since most of the records in our local offices are public records, open during regular business hours to public inspection.

3. Continued emphasis had to be placed upon the adequate protection of records. Not only must the need of protection be inculcated in the minds of local officials but also techniques must be worked out to help them establish that protection.

4. New techniques for managing records had to be presented to local officials so that they could either adopt them in toto or adapt them to their offices.

5. A procedure had to be established that would permit records having no further administrative, legal, or fiscal value but having continuing historical or research value to be withdrawn from public offices and placed where they would be readily available to scholars or others having an interest in them.

The solution of those five basic problems and its application in local offices is the basis of the present local record program in New York State. Time and experience may add other basic questions, for there is little that is static in this field. But that remains to be seen.

I must point out that in the past 5 years not one of the basic problems has been solved to our complete satisfaction. We are dealing with a difficult situation that is old, is large and growing larger every year, and is in the hands of thousands of public officials who must be educated to accept the new approach. But I honestly feel that we are making important advances. If you will bear with me, I should like to discuss some of them. There are two reasons why I want to do this. First, I think they relate to basic problems that each of you will have to solve if you are to establish an effective local record program in your State. Second, I hope that in the advances we have made you may find both encouragement to undertake the task ahead of you and also some ideas that you may be able to adapt to meet your own needs.

By 1950 it was obvious to almost everyone concerned with local public records in New York State that statutory authority permitting the disposition of valueless records had to be enacted immediately. Two things brought this need into sharp focus. A record disposition law that had operated since 1913, and under which the commissioner of education had consented to the destruction of some records, was declared by the State's attorney general to lack sufficient authority for disposition. At the same time, records were piling up at such an unprecedented rate that some offices were unable even to house them.

The chief difficulty in framing such a statute was in determining when a record became valueless. There are so many statutes of limitations affecting records in New York State that it was judged impossible to set a single retention period for all records. A statute was finally enacted in 1951 that permits any local public official, after receiving the consent of the commissioner of education, to destroy, sell, or otherwise dispose of any record, paper, or document in his possession that in his opinion has insufficient administrative, fiscal, or legal value to warrant its continued retention in his office. Before consenting to the disposition of any record, the commissioner of education must evaluate the record's continuing historical or research value. He must also confer with interested State departments and agencies to determine the length of time the record should be retained to enable them to carry out their assigned duties and responsibilities. On the basis of these evaluations he must set a retention period for that record.

In plain language, this means that before a record can be destroyed it must be evaluated for continuing administrative, fiscal, legal, historical, or research value, and a retention period must be assigned that will insure the retention of the record until all values are exhausted. It is believed that both the evaluation and the retention period are necessary safeguards, but there is an additional safeguard in that the commissioner is prohibited by his own regulations from consenting to the disposition of 10 specified types of records. Once a retention period is assigned, the record is included on a disposition request list. Copies of this list are sent annually to officials having the records, and the individual official makes his application for disposition after consulting the list. If he desires to destroy records that do not appear on the list, he has to inform the commissioner of education; and, if such records can be cleared for disposal and can be assigned retention periods, they are included on future lists.

As you can see, this is a centrally controlled local record disposition program. I do not know whether such centralized control is needed or will work in other States. We think that because of the close State-local relationship it is necessary in New York State.

Getting the disposition program into operation was quite a task, yet we have already evaluated and assigned retention periods to nearly 2,000 kinds of records. Of course, we have a few thousand more to do. But the program is operating in a great many offices, and the significant thing from our point of view is that an increasing number of local officials are making the annual disposition of valueless records a regular part of their operational procedure.

Maintaining effective control over the records in their offices is possibly the most difficult problem faced by our local officials. I imagine this is also true in other States. By control of records I mean simply knowing what records are in an office and being able to produce them upon demand in a reasonably short time. I assure you that, with today's rapid turnover in office personnel and the mounting volume of records in local offices, the loss of control over records will virtually guarantee chaos. The problem is most obvious in our towns, villages, and schools, but it is also apparent in many counties and cities.

Many fruitless months were spent in seeking a means of establishing control over records before we hit upon the idea of developing basic filing systems for towns, villages, and schools that could be adapted to their needs. The filing systems were in themselves a control device. To extend the control to records stored outside the filing systems we inserted in them cards showing the locations of those records. The locator cards were merely an adaptation of the "out cards" commonly used to show that records have been removed from office files. In offices where the filing systems have been installed the improvement in control of records has been gratifying to us.

One of these filing systems, the basic school filing system, was described in a recent article in the *American Archivist*,[2] but I should like to add just two observations. First, the acceptance of these basic filing systems has amazed us, and that acceptance is due, I believe, simply to the fact that we are offering local officials something that they really need. Second, I believe that you can do the same thing for local officials in your State if you have a large number of offices that have similar records.

The adequate protection of records is an old story that we have been telling for more than 40 years. During that time we have distributed countless pieces of information to keep the need for protection firmly in the minds of local officials. In recent years we have scheduled at least one mail distribution on record protection to reach local offices during National Fire Prevention Week. We think it is an excellent opportunity to impress upon local officials the dangers that threaten their records.

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[2] Howard W. Crocker and Kenneth L. Brock, "Building a Records Filing System for New York Schools," in *American Archivist*, 19:249-260 (July 1956).

In addition to this informational or educational work, we also do much advisory work. We give local officials information on types of protective equipment that are available to handle their needs. Recently we have begun to furnish architects who are designing public buildings with information on building in record protection facilities. Enough requests have been received for advice on the arrangement of offices from the point of view of handling records effectively to warrant our making a study of local office layouts.

We encourage the microfilming of valuable records, particularly those that must be retained for long periods of time, as a means both of preserving them and of reducing their bulk. Our major insistence now is upon quality microfilming, especially when the original record is to be destroyed or released from the possession of the local official.

The dissemination of information on record management techniques to local officials is a new field that we have entered with some hesitation. Actually our work to date has been largely exploratory and has been restricted to a single type of office. But I think it will become in time the most important aspect of the program.

New methods of handling records are badly needed. That fact is recognized by a great many local officials. Fortunately for us, a fair number of them are trying to work out new record techniques that will help them do their jobs more efficiently. Their work gave us the incentive to distribute to other officials information on the techniques that have been developed. By doing this we hope that we can speed up the adoption of new techniques and new methods of handling records in other offices.

We are sending out that information through a series of news letters, each of which covers a single technique or method. We shall probably include some of our own ideas in future letters, but to date local officials have furnished us with more ideas than we can use. There is nothing elaborate about the newsletters. We try to state in simple language and with line drawings the problem, the solution, its advantages and disadvantages, its cost if that can be readily determined, and suggestions for adapting the solution to other offices. The content is strictly informational and no particular effort is made to persuade an official to adopt a particular solution for a problem. Thus far we have restricted these special news letters to the county clerks, but the reception has been so encouraging that I hope we can begin issuing them to other offices.

The last of the basic problems — the transfer of records having primarily historical or research value from active offices to other depositories — is the one, I regret to say, in which we have made the least progress. Although the volume of such records is small, we feel that they are valuable and must be preserved. But we should like to see them preserved outside of the administrative offices, where they receive little attention and can be used only with difficulty.

In trying to work out an adequate transfer policy we are running head-on into conflicting ideas. For years some people have felt that historically valuable local records should be centralized in Albany. Others, possibly more conscious of distances in the State, have advocated area or regional depositories. But during the last decade there has been a growing feeling that such records should remain in the localities where they were created. That feeling has been fostered, I believe, by the increasing activities of officially-appointed local historians, the expanding programs of historical societies, and a new and growing interest on the part of the public in the history of their communities. Until an adequate transfer policy can be worked out and the legal status of transfers can be clarified we are going to proceed very slowly with the transfer of records from local offices to either State or area depositories.

I need hardly tell you that in operating this program we have our share of headaches.

The four professionally trained people that make up our present staff cannot handle the needs of thousands of local offices. If this program is to be expanded, more trained personnel will be needed. I am optimistic enough to hope that they will be obtained when the demands of local officials for our services grow insistent enough. But if budgetary appropriations were available next year for even three new positions, I do not know where trained personnel could be found to fill them. If this lack of trained personnel continues, it will handicap the operation of record programs in every State.

A second difficulty that faces us stems from the fact that many New York State statutes dealing with local records are out of date. Some should be repealed; others should be amended in the light of new conditions. We are seeking such changes, but their accomplishment will require a number of years. In the meantime, the work must go on as best it can under existing laws, for the solutions to the problems we face cannot wait 5 or 10 more years.

A third difficulty that faces us is lack of knowledge of what other States and municipalities are doing to solve their local record problems. I can hardly believe that they do not have some problems similar to ours. Staff members of the National Archives and other departments and agencies in Washington have furnished us with much valuable information, and we are most grateful for their assistance. But we should like to know what you in other States are doing. From you, I am certain, we can learn much that will make our task easier. In return, we shall, as far as our time and resources permit, furnish you with information about the things that we are doing. We believe that many of the trial-and-error methods usually followed in getting a State-wide program into operation can be eliminated by such a mutual exchange of information. Adapting usually takes far less time than inventing, and time is important in this business.

But the fourth and by far the greatest difficulty that faces us is inertia among local officials. In this statement I am not condemning them. They are the finest group of people that I have ever had the pleasure of working with. This inertia, I assure you, is not due to lack of interest in their records; it is due to the fact that in running busy offices they have hundreds of other duties to perform. I was astonished to learn last week that there are more than a thousand statutes governing the operation of a town clerk's office in New York State. Under the circumstances, it is the exceptional local official who has not merely put aside his record problems until they have become so big he cannot handle them. To change this attitude has been and will continue to be a tremendous educational job. In that job, however, we have some powerful allies in the various State and area associations of local public officials. Our many such associations are strong and aggressive and deeply interested in improving the operations of local government offices. They have helped us immensely in initiating and operating this program. If you have similar associations of local government officials in your State, and I hope that you have, get acquainted with them. If you plan to establish a local record program, let them know what services you plan to furnish their members. If you can win their cooperation and support, you are well on the road to success.

I am certain that you are aware of the record problems that exist at the Federal and State levels of government. I hope I have made you aware that the awkward stepchild, local government, is fast becoming a big boy. His record problems are going to require an increasing amount of attention. To you who are going to give him your attention I need hardly point out that the job ahead is going to be a big one and a hard one. You will succeed if you learn what his record problems are and furnish him with workable solutions. As your program moves forward you will be infrequently elated and often discouraged. Real progress in a program of this scope is always slow in the beginning. But the job is one that must be done.

Some Legal Problems in Preserving Records for Public Use

By FREDERICK W. FORD[1]

Department of Justice

WHEN I was an undergraduate, I majored in American history. Fortunately for you and more fortunately for me, my subject concerns not history but some of the legal problems we face in preserving records involved in our history as a nation. A proper objective is to make all records freely available to scholars, so that the rich experience of the past may be widely known and in truth be a prolog to the bright future of our country. There are, however, conflicting forces in this area.

There are strong motivations for a public servant to keep an adequate record of his activities while in office. Whatever the impulses which lead a man to keep a diary, they seem to become stronger when he believes himself to be identified with stirring public events. Witness the prevalence of diaries among soldiers, even under conditions where they can only be maintained in violation of regulations — when there is danger that they might fall into the hands of the enemy and provide intelligence information. It is apparently human nature that many who take part in some important aspect or event of our national life should desire to keep for their personal record, and perhaps for posterity, some account of their activities. What better source is there for this purpose than diaries, correspondence, and other original documents that they produced while in the public service?

In addition, there is another motivation that might be called defensive. American political life has always been rough and tumble, with few holds barred. When the "ins" become the "outs," they can expect their stewardship to be examined with a magnifying glass. Public officers usually sincerely believe that the policies they follow and the actions they take are sensible and honest. Often, however, they suffer from a residual fear that at some time in the future, and in a different and unfriendly atmosphere, their actions may be made to seem venal or just plain stupid. Thus, many officials feel it necessary to have available after they leave public life a fairly complete record of their action in office.

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[1] Paper read at the annual meeting of the Society of American Archivists in Washington, D. C., October 12, 1956. The writer is Acting Assistant Attorney General, Office of Legal Counsel, Department of Justice.

On the other hand, the Government has a very strong interest in keeping its records in its own possession or, at least, subject to its control. The efficiency and continuity of governmental service depend to a large extent on the existence of available records of previous relevant action. For these records to have real value they must be preserved as an organic whole.

Over and beyond the usefulness of records to the operations of Government, there is the fact that Government owes to the people a recognition of their right to be fully informed concerning its conduct. Certain matters are required to be kept confidential by statute. Others must be kept confidential, usually only temporarily, for reasons relating to the national defense, internal security, or foreign affairs, or because of other special considerations. With these exceptions, however, the Government should be in a position to make available to any interested citizen the record of its activities. More is involved in this function than satisfying the needs of historians. It is one of the most fundamental duties of government in a democracy. Unless it is fulfilled, the basic right to criticize can become ineffective indeed.

Fragmentation or dispersal of Government records would seriously impede the carrying out of important Government functions. I realize that private collectors and collections often have saved important documents from destruction or obscurity. A great debt is owed to those who have at private expense laboriously brought together private collections and made them available to the public. Nevertheless, once a document is recognized to be private property it becomes a matter of *private*, not public, determination whether the document is destroyed or preserved, whether it is suppressed or made freely available, whether it is treated as an article of commerce or maintained in a collection organically relevant to its place in history.

If a public official keeps a full record of his activities, original documents and classified defense information will often be included and inextricably made a part of that record. In this way it may be seen that though some of the material may be entirely personal, some may be official in the truest sense. A large part, however, may not be readily identifiable as either personal or official. It is this part which causes the greatest difficulty in determining what may be designated as public records. An outline of the legal background may assist in putting some of the problems involved in proper perspective.

We start with Article IV, section 3, clause 2 of the Constitution, which provides that "The Congress shall have Power to dispose and make all needful Rules and Regulations respecting the Territory or other Property belonging to the United States . . ." The power thus conferred upon Congress by the Constitution has been held to be exclusive. Only Congress may determine the disposition of property of the United States. Obviously, however, Congress cannot physically deal with the disposition of each piece of property owned by the United States. Accordingly, the acts first establishing the executive departments (1 Stat. 28, 49, 65, 68) gave general authority to the heads of the departments in this respect. These acts were later codified in Revised Statutes §161 (5 U. S. C. 22) which provides in pertinent part that: "The head of each department is authorized to prescribe regulations, not inconsistent with law, for . . . the custody, use, and preservation of the records, papers and property appertaining to it."

This broad and general authority has been considerably limited by the detailed provisions of law relating to the disposition of Federal records contained in the Records Disposal Act of 1943 and subsequent legislation (44 U. S. C. 366, *et seq.*). All of this latter legislation is limited by the definition of the word "records," which is as follows:

> the word "records" includes all books, papers, maps, photographs, or other documentary materials, regardless of physical form or characteristics, made or received by any agency of the United States Government in pursuance of Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value of data contained therein (44 U.S.C. 366).

It is important to emphasize that a necessary condition to the applicability of the constitutional and statutory authority is that the documents involved belong to the Government in the first place. Thus, the constitutional provision applies only to "Property belonging to the United States"; Revised Statutes §161 covers only "records, papers, and property appertaining to" a department. To fit the definition of records in the Disposal Act the material must have been "made or received by any agency of the United States Government in pursuance of Federal law or in connection with the transaction of public business. . . ."

There is a large amount of material that might well be claimed to be private rather than public in nature although it can provide a valuable supplement to what is undeniably part of the public records. Recognition of this principle is implicit in Public Law 373 of the 84th Congress. That statute amended section 507 of the Federal Property and Administrative Services Act of 1949 (44 U.S.C. 397) and relates to Presidential libraries. Under the amendment, section 507(f) provides that the Administrator of General Services may accept for deposit "the papers and other historical materials of any President or former President of the United States, or of any other official or former official of the Government, and other papers relating to and contemporary with any President or former President of the United States . . ."

Although the statute does not use the words "personal" as it did before the recent amendments, recognition of the authority of the President and other officers to treat as personal or private at least certain papers of public interest is implicit. A proviso to subsection (f) (3) is to the effect that materials deposited "shall be subject to such restrictions respecting their availability and use as may be specified by the donors or depositors . . ." Those restrictions are to be respected "for so long a period as shall have been specified, or until they are revoked or terminated by the donors or depositors or by persons legally qualified to act on their behalf . . ."

Section 507(a) of the Federal Records Act also authorizes the Administrator to accept for deposit "the records of any Federal agency." Section 507(b) provides that restrictions relating to the use or examination of such records specified by the head of the transferring agency shall not be removed or relaxed without the concurrence of the head of that agency. This obviously includes the successors of the agency head who made the deposit. In sharp contrast, the restrictions imposed on the use of papers deposited under section 507(f) can be revoked only by the person who deposited them or, in effect, his legal representatives. Congress thus appears to regard as in existence two distinct categories, the official records of Federal agencies and the personal papers of the President and other officials.

Actually, Congress did no more than recognize that these officials produce both personal and private papers. It provided no guidance for determining the boundaries of each category. The problem has not become sharp with respect to the Presidents themselves. Beginning with President Washington, they have, with certain minor exceptions of comparatively little importance, regarded the White

House records as their personal records and have removed them on departure from office. President Taft stated that:

> The office of the President is not a recording office. The vast amount of correspondence that goes through it, signed either by the President or his secretaries, does not become the property or record of the government unless it goes on to the official files of the Department to which it may be addressed. The President takes with him all the correspondence, original and copies, carried on during his administration.[2]

The establishment of the Hoover Institute and Library on War, Revolution, and Peace at Stanford University, President Roosevelt's gift of his papers to the Franklin D. Roosevelt Library, President Truman's arrangements with respect to the library at Independence, Missouri, all seem to have been based on this view. Whether the view itself is based on the constitutional status of the President's office is not wholly clear. It is possible to take the view that the existing legislation deals only with personal papers and that the question of what is personal still remains. The question may well be academic, for the recent legislation to which I have referred affords an attractive means of accommodating the various interests involved and of avoiding a test of the legal questions. It should be remembered, however, that the legal questions remain unresolved and may arise in curious ways that cannot be anticipated but must await the event.

The problem does not appear to be difficult in relation to truly subordinate officers and employees. Ordinarily the work of such people is produced in response to the directions of their supervisors or pursuant to clearly defined duties. As such, it usually falls squarely within the definition of the Records Disposal Act; that is, it is "made or received in pursuance of Federal law or in connection with the transaction of public business."

True, problems arise as to the right of an employee to retain as his own property carbon copies of work he has produced or other material which is exempted from the definition of records. This, however, can ordinarily be dealt with under the general supervisory authority of the department or agency head. The powers conferred under Revised Statutes §161 are an example of that authority. I would venture a guess that most of the problems arise because of the lack of the exercise of such authority. For example, how many agencies have express regulations relating to the conditions under which employees may make and retain for their own personal use an extra carbon copy of unclassified work? In any event, the prob-

[2] William Howard Taft, *The Presidency* (New York, 1916), p. 30.

lem does not seem serious from an archival point of view. The originals and extra copies, often too many, are ordinarily available. The really difficult problems appear to me to arise with respect to Cabinet and sub-Cabinet officers and other officers appointed directly by the President and confirmed by the Senate. Frequently these persons are active politically. They may have wide contacts in business, industry, or other areas of our life. Indeed, the existence of those contacts may often be of distinct value to the Government and one of the reasons why an individual has been chosen for a particular post. Yet these very facts often cause a merger of the public and private activities of the officer. It is in this area that the problems become complicated. Is what an officer of a foreign government tells one of our ambassadors at an informal dinner material for official records or for the private information of the ambassador? What is the status of advice, solicited or unsolicited, given to the Secretary of Agriculture at a county fair? Is a letter to a department head from a political leader advising certain action by that department "for the good of the party" part of the records of the department or is it the personal property of the department head?

These questions and questions like them are not susceptible of easy answers, and at present the law provides but little help. A few general guides may, however, be articulated.

If the documents involved contain material that can be used in a manner inimical to the interests of the United States, I should think it plain that they are not to be treated as personal records. Executive Order 10501 of November 5, 1953, imposes limitations on the custody, disposal, and dissemination of classified security information. Most documents containing information inimical to our national interests would probably be covered by it or by the provisions of the Criminal Code relating to the transmission of defense information (18 U.S.C. 793). If so, I cannot see how such documents can be treated as private property. The order applies, however, only to "official information," and therefore, before the limitations of the order become applicable, an initial determination must be made as to whether the material falls into that category. Conceivably some few documents that could be used in a manner inimical to our national interests can be said not to fall within the order, and the problems of the applicability of the Criminal Code provisions in this border area might be substantial. Even if neither the order nor the statutes are applicable, there seems little question but that the issue should be resolved in favor of Government ownership and possession, in order to prevent the harmful use of the material.

I have referred earlier to what might be called the Government's archival interest — its need to maintain complete records to provide an accurate picture of its operations in a given period and to aid it in maintaining the continuity of its operations. Physical possession is vital here. Again, the issue should be resolved in favor of Government ownership.

If, however, national security or other considerations do not establish a justifiable Government interest in maintaining the confidential status of the documents, there seems to be no reason why a departing official should not take with him extra copies that would ordinarily be destroyed.

I believe that aside from the consideration of confidential status and completeness of the record there are important unresolved questions. I have already stressed that Cabinet officers and other appointive officers are not merely Government officials. They are active in all aspects of our life. In a true sense they are personal aides to and emissaries of the President. They are repositories of many confidences, and they often act in a confidential capacity. Some of the information and material that comes into their hands is directly concerned with the work of their departments. Much of it is not. The problem of distinguishing between the two is not easy even if it is approached with full recognition of all of the interests involved — and I think that all too often it was not so approached in the past. Examples of the difficulties resulting from such failures are familiar to many of you.

There is an urgent need of establishing a body of practice upon the part of high officials that will recognize the preponderant Government interest in these matters. Consultation with experienced archivists might well avoid some of the difficulties of the past yet also give appropriate recognition to the private interests involved. The guidelines are at present far from clear. If we begin, however, with a recognition of the interests involved and of their real importance, a set of practices might be established that over a period of time would tend to clarify much that is now obscure and would perhaps avoid a decision that might cause public officials to refrain from recording intimate accounts of events — thus drying up valuable source material for future scholars.

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Archives in New South Wales—the Situation in 1956

By DAVID S. MACMILLAN[1]

University of Sydney

IT WAS in the prosperous year 1887 that the government of New South Wales began to show an interest in the historical records of Australia — an interest, be it noted, not in the preservation of such records but in their contents and transcription. This is significant because in the 1890's began that phase of awakening national consciousness which Australian historians in recent years have sought to investigate and evaluate.[2]

In 1887 the government of Sir Henry Parkes in New South Wales authorized the preparation of "A History of New South Wales From the Records," and owing to the paucity of record material in New South Wales for the vital period of settlement between 1788 and 1800, had employed James Bonwick in London to copy there the important despatches that had passed between the British Government and the Colonial Administration in Australia before 1800. Bonwick, one of the best known Australian historians of the time, was appointed "Archivist to the State of New South Wales." His instinct for finding records and his skill in judging the importance of material were sure; and, in a series of painstakingly thorough surveys of the records in the Home Office, the Admiralty, the Treasury, the Transport Office, the Victualling Office, and the War Department, he uncovered and transcribed a great number of records.

Bonwick's labors were, one might have supposed, the natural prelude to extensive surveys in New South Wales itself and to the establishment of a state archives. Public interest in the past had been stirred, but eventually the situation developed into "one good overcasting another"; for although the ministry continued the policy of encouraging Bonwick in London, it took no steps to make permanent and suitable provision for the maintenance of state records in Australia. These records were in fact scattered through the basements, lofts, and outbuildings of a score of government department buildings and institutions.

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[1] The author is Archivist of the University of Sydney, Australia.

[2] Vance Palmer's *The Legend of the '90s* (Melbourne University Press, 1954) is the best-known recent attempt to assess the growing nationalism of this period.

In 1891 a board consisting of Geoffrey Eager, Minister for Finance and Trade, with some other public servants, including G. Arnold Wood, Challis professor of history in the University of Sydney, recommended that a selection of state papers should be published to supplement an official "History of New South Wales From the Records." William McMillan, Colonial Treasurer, approved and authorized this work despite the mounting financial difficulties of the government.

The next logical step should have been the establishment of a state archives repository. Precedents were not lacking for such a step even in the "new countries." In 1872, the Canadian Government had appointed an Archivist and set up at Ottawa an archives office where public records were stored. New South Wales was proud of its role as the "Mother Colony" of Australia. The quantity of government records held in Sydney exceeded that held in any other state capital. Why did the New South Wales government fail to establish a state repository in view of the good work already done? After all, in the preface to the *Historical Records of New South Wales*, published in 1893, Alexander Britton wrote, "The importance of preserving and reproducing national records is recognised in most civilised countries, especially in Great Britain." [8]

The immediate reason for failure to set up an archives in New South Wales was the severe financial depression of the early 1890's. The state government was badly hit. The primary industries of wool- and wheat-growing suffered seriously. In addition, the good work that had already been done was felt, in some quarters, to be sufficient. The volumes of "Historical Records," which appeared in 1893, containing printed versions of some of the most important records, provided an excuse for doing nothing further. Needless to say, the great mass of records in Sydney had hardly been looked at, far less surveyed or inventoried. A third and, in the long run, the most complicated reason for neglect of the state records held by the departments was the amazing bequest of David Scott Mitchell. Mitchell was an assiduous collector who had made the accumulation of Australiana his life's work. Published works, government records, private papers — all were grist to his mill; and his collection included not only portions of the state records of

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[8] *Historical Records of New South Wales* (New South Wales Government, 1893), p. vi.

New South Wales but official material from other states. The collection, with the sum of £70,000, was offered to the state government on condition that accommodation should be provided for it. In 1899 the government accepted the offer, and in 1910 the Mitchell Library was opened as a branch of the Public Library of New South Wales.[4]

It was natural that such a rich deposit of records should attract more material. In the following years the Mitchell Library became recognized as the chief repository in Australia for historical records. The benefit which it offered to historical research and scholarship can hardly be exaggerated; but at the same time the nature of the library as a branch or department of the Public Library of New South Wales put obstacles in the way of the full development of a state archives repository, and still does so. Having the Mitchell wing, many in New South Wales are inclined to ask, what else is necessary? Its contents, too, make for difficulty. This library contains state records from all over Australia and private, institutional, and business records from the same wide area. Reorganized, it could be the perfect basis for a state archives in the true meaning of the word. The printed material, with a few outstanding exceptions, could form an adjunct library of secondary printed material in such an institution. Combined with the state records accumulated in recent years by the "Archives Department" — another branch of the Public Library of New South Wales — it could form a body of state records unequaled in Australia. As things are, however, the records in the Mitchell Library are organized on library lines.

Since 1910 the noncurrent records of many government departments have been transferred to the Mitchell Library. Circulars have been issued sporadically by the Premiers to departments, instructing them to consult the library authorities before destroying records, but the instruction has not always been followed. Mitchell was essentially a collector, and his approach, combined with the attitude of the professional librarians, at times in the past resulted in preoccupation with the "rare item" to the exclusion of more mundane material in the selection of records (both public and private) for preservation.

In 1953 the New South Wales Public Service Board ruled that each department of the government should appoint a liaison officer (in most cases the departmental librarian) to work in cooperation with other officers of the department and *with the Public Library* in the examination of noncurrent records. In the same year, the Public Service Board set up a committee to report on the archives organization of the state. After it had reported, three archives officers were appointed to the staff of the Public Library. The selection of records for preservation remained, however, the responsibility of officers of the government departments. In 1956 the trustees of the Public Library gave some consideration to a draft archives bill which would, if enacted, constitute the trustees as the archival authority and combine the office of Archivist with that of State Librarian.

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[4] Bonwick resigned his post as Archivist in 1902. No further appointment was made.

In summary, the failure of the government of New South Wales in the 1890's to establish a repository has resulted in the starvation of the archives as a branch of the Public Library. In addition, the existence of the Mitchell Library with its archival material has led to another complication. As far as the state records are concerned, the picture, at the moment, is not promising. Storage facilities, staff, independence of action, and finance are all sadly lacking.

The most progressive developments in New South Wales during the last few years have come in the field of institutional and business archives. Stimulated by a growing realization of the gravity of the problem and by the visit of T. R. Schellenberg to Australia in the early part of 1954, the University of Sydney appointed an Archivist in that year. This university, founded in 1850, is the oldest in Australasia; and the initial surveys of its record accumulations have made manifest to the university authorities the value of organizing them. Investigation of the university archives has revealed many "items" that will warm the collector's heart, as well as a body of records that will facilitate administration in an institution which traditionally relies on precedent.

For the first 50 years of its existence, the university received donations of manuscripts, for during that time there was no other repository in the state. Like the English universities in the 16th and 17th centuries, Sydney University tended to be regarded as the only place where "items" could be safely deposited. Examples of material of this kind that have come to light include the Hargraves Memorandum of 1851 — the first written record of the discovery of paying gold deposits in Australia. This memorandum was found complete with a specimen gold nugget weighing 3 ounces. Archival estrays that have come into the possession of the university include several 17th- and 18th-century English and Scottish manuscripts, among them the original draft of a treaty terminating a Scottish clan war in 1678.

The aim of the new Archives is to function as a small repository that will simultaneously serve the university's administrative needs and assist the research and teaching departments as much as possible. Projects already under way, which such a university archives is well fitted to undertake, include a systematic research into the effects of Australian climates on old and modern records under varied storage conditions. In establishing its archives, Sydney University has given a lead to other institutions and, it may be remarked, to other Australian states, which thus far have lagged behind in this field.

Of developments in the last 2 years, probably the most far-reaching is the establishment of the Business Archives Council of Australia (New South Wales Branch). Sydney has been the commercial capital of Australia since the first settlement was made there in 1788. In the 30 years after the gold rushes in Victoria in the 1850's, Sydney was temporarily eclipsed by Melbourne; but even then its preeminence in shipping was undisputed. The largest business firms in Australia operate from Sydney. Until 1954 little had been done to survey business records or encourage their preservation. With so little effected in coping with state records, the limited staff of the Public Library could not be expected to undertake investigations in the field of business archives.

In 1954 Alan Birch of Sydney University's department of economics, supported by a group of Sydney businessmen, set up the Business Archives Council. The aims of this body are to promote the study of business history and to encourage owners to preserve business documents. From the outset the response has been gratifying. By June of 1956 the Council's membership included over a hundred of the principal business firms, as well as a number of individual members.

In the last 2 years a card index of business records, with details of their location and scope, has been begun. Over 60 surveys of business records have been carried out and inventories have been made. Needless to say, considerable quantities of most valuable material have come to light. This in itself is heartening progress, but even more encouraging is the fact that several of the largest business concerns have set up their own archives and appointed archivists. In 1954 the Commonwealth Bank of Australia took this step, and in 1955 the Bank of New South Wales — the oldest bank in Australia — did likewise. Several other large firms are about to follow suit. A program of publications has been begun, and it is hoped to produce in a few months the first selection of printed records of outstanding historical importance that have come to light in the course of surveys in Sydney. Businessmen have shown considerable enthusiasm for the work of the Council.

So far, no branches of the Council have been established in other Australian states, but negotiations are proceeding in Melbourne and Brisbane for the establishment of branches in Victoria and Queensland. Several banks in Brisbane have appointed archivists. The chief difficulty in setting up branches is in getting personnel to conduct the surveys, which take time and much labor.

The Council, besides encouraging firms to preserve their older records, is eager to help with problems of record management; and in this way it has made itself useful to a number of business firms that are faced with storage problems. Consultations between the Council and firms (including nonmembers) are frequent, and not a few businesses have for the first time appointed record officers and begun to organize their record systems.

Plans have been made for a summer school in archives to be held at the University of Sydney early in 1957. It is hoped that this will bring together businessmen, record officers, historians, and archivists for the discussion of problems of archival management and of the general situation of archives in the state.

The dangers inherent in local historical societies' collecting records have been made only too plain in Australia, where as elsewhere such societies are too often short-lived. In recent years, however, there have been some interesting developments within New South Wales in local collecting. The Richmond River Historical Society, with its headquarters at Lismore — a society which shows signs of being permanent — is promoting the collection of private records in the northern part of the state. This society has already issued some lists of records and is doing good work in surveying further deposits in the field. It should be mentioned that the Richmond River Society is fortunate in having an enthusiastic research secretary who is able to give much time to the work. Regional movements for the establishment of new states have also been productive of interest in the history and records of the areas concerned. In the New England area meetings of historians, librarians, and local businessmen will be held shortly, with a view to organizing surveys and perhaps collecting records. This work will presumably center in the newly established University of New England at Armidale.

With so little done by the central government of New South Wales, it is gratifying that outlying areas should show such signs of activity. There can be little doubt that local records, held locally, are a great stimulus to research and an encouragement to the local historian — witness the effect of the establishment of county record offices in England in the last 30 years.

The whole problem of the preservation of records in Australia is, of course, involved with a basic Australian problem, the constitutional problem of the position of the states in relation to the Commonwealth. The financial difficulties of the Australian states are the biggest obstacle to development. At the same time the settlement of wider areas, the increase of population, and the expansion of government and business activity are resulting in the production of a much greater volume of records as the years go by. The need to face the problem of storing valuable old records and important current documents is causing earnest thought in many quarters. With the growth of university enrollment comes a demand for expanded research facilities and greater availability of material. The formation of a National Records Association might be a means of creating an intelligent public opinion on the question. It would certainly give archivists and scholars an opportunity to exchange views and correlate their activities.

Although the outlook for the state records is not promising, the developments in business and institutional archives are heartening. It is to be hoped that there will be effective action by the government of New South Wales in the near future, while Australia generally is enjoying a period of unprecedented prosperity.

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The Society of American Archivists Reports for the Year 1955-1956[1]

MINUTES OF THE COUNCIL

October 10, 1956

The Council was called to order at 4:30 p.m. on October 10, 1956, in President Posner's suite at the Willard Hotel. Present were the vice president, treasurer, secretary, and editor; and Council members Leon de Valinger, Jr., David Duniway, Wayne Grover, Dolores Renze, and Alice Smith.

The President brought the members up to date on the project of a manual for users of archives and manuscript collections being undertaken by Dr. Brooks. There was also discussion of the Council's endorsement of the Louisiana State archives legislation, but no action was considered necessary.

On the question of the publication by the State librarians association touching on the archival function in the States, on which the Council had acted earlier, it was reported that the chairman of the State records committee, Mary G. Bryan, was to meet with the president of the librarians' group, Ralph Hudson, and the Council would be kept informed.

The Council passed a motion unanimously endorsing an earlier decision that had not been published, making G. Philip Bauer of the National Archives editor of the Society for a term of 3 years commencing with the January 1957 issue of the *American Archivist.* The Council then decided that Karl Trever should not only be the subject of a resolution of thanks by the Society but that in recognition of his labor of 6 years for the continuous improvement of the Society's journal he should be awarded a life membership in the Society.

Consideration of the recommendations of the *ad hoc* committee on the filming of Confederate military records in the National Archives was left to the new Council.

The *ad hoc* committee of the Council on the sale of microfilm copies of the *American Archivist* reported, and its motion to permit the sale of microfilm sets of the journal, vols. 1-19, for the price of $50 was adopted.

A document circulated by a library group concerning the archival function in colleges and universities was referred to the appropriate committee for consideration.

After a report on the status of the directory project by the secretary it was moved that the new editor be instructed to proceed with the completion of the task and be permitted to incur obligations up to $100 for the employment of help.

The president submitted his report suggesting a national program "to insure the care and preservation of our archival heritage." This was to be done through the Society with the help of outside funds. The text was reviewed for minor changes in wording and then the Council passed a motion to accept it in principle. Its implementation was accordingly left to the incoming administration.

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[1] Additional reports will be published in the April 1957 issue.

The Council moved to have the Society's membership presented with a resolution congratulating Theodore Schellenberg on the publication of his *Modern Archives: Principles and Techniques.*

The acceptance of the final report on the fellowship proposal under study by the Committee on Professional Standards and Training had to be postponed until that group had its final meeting at 9 p.m. that evening. Accordingly at 6:30 the Council adjourned until 10:00.

The Council reconvened at the same place at 10:30 with all members present.

Chairman Radoff of the Committee on Professional Standards and Training was present and explained the last revision made by his committee at a meeting which had just adjourned. He then presented the committee's report to the Council [printed below on p. 65. *Ed.*].

A motion was carried to accept this report as presented. Another motion directed the committee to prepare the necessary constitutional amendment for carrying out the purpose of its report. And a third motion was passed expressing the gratitude of the Council for the committee's long deliberative work. Finally, the secretary was instructed to read the fellowship proposal at the general meeting of the Society on October 11 and to report on the Council's action.

The Council adjourned at about 11:30 p.m.

Henry J. Browne, *Secretary*

MINUTES OF THE COUNCIL

October 12, 1956

The Council was called to order at 2:15 p.m. on October 12, 1956, in room 801 of the Willard Hotel, Washington, D. C., by Lester J. Cappon, newly elected president. Also present were the vice president, treasurer, secretary, and editor, and Council members Mary G. Bryan, Leon deValinger, Jr., David C. Duniway, Wayne C. Grover, and Lucille Kane.

President Cappon brought to the Council's attention information conveyed by Clifford Lord, president of the American Association for State and Local History, that the association's council has under consideration invitations to meet in 1958 at the following cities: Salt Lake City, St. Paul, and Philadelphia. The association, through its president, expressed a desire to meet in the same place as the Society of American Archivists. It was moved by Mr. Duniway, seconded by Mr. deValinger, and unanimously carried: That the president and secretary be directed to coordinate the invitations and present the matter to the Council at an early date for final designation of the 1958 meeting place. The invitations pending for 1958, from Denver, Colorado, and Jackson Hole, Wyoming, were withdrawn by their sponsors in order to simplify consideration.

The Council was declared in open session at this point to receive a committee from the National Association of State Libraries represented by the following: Ralph Hudson, president, Edna L. Jacobsen from the New York State Library, and Margaret Pierson from the Indiana State Library. Present as representatives from the Committee on State Records of the Society of American Archivists, were Gust Skourdas, Philip Mason, and Lola Homsher. Mary G. Bryan, chairman of the State Records Committee for the Society, introduced Mr. Hudson, State Librarian and Archivist of Oklahoma and an esteemed member of our own Society. Mrs. Bryan then read the *Archives* section of the State Library Association's brochure and the resolution contained in its annual report of 1955, published in July 1956. Mrs. Bryan gave a brief resumé of the background which prompted the Society of American Archivists' resolution of May 29, 1956 (printed in our October 1956 issue, p. 371). Open and friendly discussion ensued, with each committee member expressing his views and acknowledging areas of mutual interest. The desirability of proposing a joint committee of the two organizations to foster a closer relationship was also discussed. Mr. Hudson indicated that he would bring the matter before his board at its midwinter meeting in January. President Cappon expressed appreciation to Mr. Hudson and his committee, as well as the State Records Committee, for meeting with the Council.

After a brief discussion, the Council resumed its meeting, and a motion was made by Mr. Angel and seconded by Mr. Duniway: That the Council reaffirm its position as expressed in its resolution and offer to be represented at the NASL midwinter or annual meeting to confer on the desirability of a joint committee. The motion was unanimously carried.

At this point in the meeting a report was heard from Charlotte Capers, chairman of the *ad hoc* committee on the filming of the Confederate military records in the National Archives. The following, on recognition of the President, requested permission to abstain from discussion because of their official positions in the National Archives: Dr. Grover, Dr. Bauer, and Mr. Angel. The report was received by the secretary and placed on file. Miss Capers explained to the Council that the specific records to be microfilmed are limited to:

1. The *carded* record (abstracts of the original record). These consist of 4 x 8 cards with overlays and appended slips. Their condition is extremely fragile and they present a tedious and difficult 35 mm. flat-bed microfilm project.
2. Index cards, 4 x 8, which would be routine and simple to microfilm.

She also reported that the National Archives is in the process of revising its earlier estimates of the cost of filming the carded records. It is a matter of later information that the index cards for several States have already been filmed and do not present a difficult problem. It is understood that the part of the report relating to costs will be revised. On motion of David Duniway, seconded by William Overman, the Council voted approval of the proposed program to film Confederate military records as a means of publication and security of essential genealogical records of the National Archives.

On behalf of interested members of the Society of American Archivists, Mr. deValinger presented a request that consideration be given to appropriate means of expediting applications for funds for microfilming records under the Federal Civil Defense Administration's Contributions Program. The subject is of particular interest to those of the profession who are engaged in State, county, and municipal record programs. Presentation and discussion of problems encountered under the various aspects of the program concluded in a motion by Mr. deValinger, seconded by Mr. Angel, with unanimous concurrence of the Council: To empower the president to communicate with the national director of the Federal Civil Defense Administration, offering the services of an advisory committee from the Society of American Archivists to recommend standards and criteria for the microfilming of vital State and local government records and to advise in the matter of screening requests, if desired. The president delegated Mr. deValinger to prepare a letter to the Federal Civil Defense Administrator and to consult with him on the appointment of the advisory committee. The urgency for expeditious action in this matter was emphasized.

The treasurer presented a tentative budget proposal for the year ending June 30, 1957. He directed the Council's attention to the difficulty of making a detailed breakdown of proposed expenditures until later, when the program for the current year can be crystallized. The budget proposal was adopted on motion by Mr. Duniway, seconded by Mr. deValinger, subject to necessary adjustments of detail at a later date.

On motion of Miss Kane the meeting adjourned at 4:17 p.m.

DOLORES C. RENZE, *Secretary*

Approved: LESTER J. CAPPON, *President*

Date: *October 25, 1956*

November 5, 1956: The foregoing minutes have been circularized among the officers and Council and reflect additions and corrections as expressed in writing to the secretary.

BUDGET PROPOSAL, YEAR ENDING JUNE 30, 1957

	Yr. ending 6/30/55 *actual*	Yr. ending 6/30/56 *estimated*	Yr. ending 6/30/56 *actual*	Yr. ending 6/30/57 *estimated*
1. Cash on hand July 1	$ 3,194.47	$ 4,973.88 (incl. sav. account)	$ 4,973.88	$ 6,817.06 (incl. sav. account)
RECEIPTS				
2. Membership dues	2,991.05	3,200.00	4,271.97	4,000.00
3. Publications	2,867.83	2,500.00	2,525.64	2,500.00
4. Interest on bond	25.00	25.00	25.00	25.00
5. Interest on savings account			20.00	60.00
6. Ann. meeting surplus	363.28	(incl. $100 adv.)	123.27	100.00
7. Other	40.54		2.00	
Receipts (annual)	$ 6,287.70	$ 5,725.00	$ 6,967.88	$ 6,685.00
Receipts (total)	9,482.17	10,698.88	11,941.76	13,502.06
EXPENDITURES				
8. Administrative		1,000.00		1,000.00
President's Office			25.00	
Secretary's Office	139.60		279.04	
Treasurer's Office	113.11		125.91	
Committees and Special Projects (Directory)	90.50	750.00	90.06 ($300 obligated)	1,750.00
9. Torch Press	3,982.74	4,100.00	4,318.78	4,500.00
Editor's expenses	89.64	100.00	151.91	150.00 (incl. pur. back issues)
10. Advance to Comm. on Local Arrangements	92.70	100.00	100.00	100.00
11. ICA Dues			34.00	
Expenditures (total)	$ 4,508.29	$ 6,050.00	$ 5,124.70	$ 7,500.00
12. Cash balance	4,973.88	4,648.88	6,817.06	6,002.06
Less savings account	2,000.00	2,000.00	3,020.00	3,080.00
Checking Acct. Bal.	2,973.88	2,648.88	3,797.06	2,922.06

LESTER J. CAPPON *President*	DOLORES C. RENZE *Secretary*	WILLIAM D. OVERMAN *Treasurer*

Approved by the Council October 12, 1956.

REPORT OF THE SECRETARY FOR THE YEAR 1955-1956

The past 12 months in the Society's history may be remembered as the year of the flood — the flood of materials mailed to the membership by an administration as verbose as it was brief.

First to be mailed was a new leaflet on the Society's purposes. The text contained a misprint on the first page where "committee activities" was made to read "activities committee." We are both happy and sad to report that this error got by the membership without comment. Fifteen hundred of these leaflets have been used — an indication of our members' zeal in proselytizing (or perhaps just in filing for reference). This mailing also included a form calling for information for a directory.

The December mailing to the members carried not only President Posner's progress report but also his proposed 3-year plan for giving the Society a permanent secretariat. Returns on this proposal showed 77 members in favor and pledging a total of $2,583 over the 3-year period, 62 in favor but unable to contribute, and only an even dozen opposed. This was indeed a heartening demonstration of support; but, of course, the amount pledged was nowhere near the $10,000 estimated as the desired annual figure. Out of this experiment, however, came the Council's resolution that has been put in the form of a constitutional amendment for your consideration tonight — that a new class of institutional sustaining memberships be established, with dues of $100 to $500 per year.

The form calling for information for a directory, sent out earlier, was followed during the year — on the direction of the Council — by two later requests to members who had failed to respond. It can now be reported that about 450 rather full entries returned by individual members have been deciphered and transcribed in uniform directory style. The job has now been turned over for completion to the Society's editor, who is responsible for all official publications. Funds are available and designated for this purpose.

Closely related to the idea of getting a listing and description of members into print was the idea of setting up an employment service in the office of the Secretary. Our President, as one who had for some years been discharging this function informally, suggested that it could be more appropriately performed by the Secretary. Only a few inquiries came in during the initial year, but the idea has real possibilities of development.

Well before Christmas occurred the exciting arrival from the Ford Company of boxes that looked like a do-it-yourself kit for maintaining a Thunderbird. They proved to be the archives of the Society. The contents had been put into document cases for the first time and do not seem to be any the worse for care. The problem of finding a permanent home for these records and the records of other offices and committees would seem to warrant some attention.

At the annual joint luncheon of the Society of American Archivists and the American Historical Association on December 29, 1955, a capacity crowd heard Professor Richard Morris of Columbia University speak on "Archives and the Next Fifty Years." At the 1956 joint session at St. Louis, John P. Harrison of the National Archives will read a paper on "Latin American Archives and the Historian in the United States."

The general incoming mail of the Secretary continued to be mostly alluring advertisements from the nation's hotels and badge makers. Fortunately his name was misspelled in the convention guide book so that he could discard all such mail without scrutiny. He is grateful to his two immediate predecessors for not forwarding what came to them by misdirection and more seriously for their ever-ready counsel.

One function of the Secretary is to report the actions of the Council and to execute its will. Of interest here may be the diplomatic relations of the Society as they came out of the Council meetings. Protest was made to the Association of State Libraries over a too all-inclusive statement on State libraries' jurisdiction over State records. Consultation with representatives of that group is in the offing and should remove any misunderstanding.

A happy agreement was made with the American Association for State and Local History concerning the 1957 meeting at Columbus, Ohio. The Council changed the dates from October 7 and 8, which would have been simultaneous with the SLH meeting in the same city, to the end of the preceding week, October 3-5. An exchange of announcements was made with the association before the two conventions of this week. Of particular interest to southern members was the appointment by the Council of an *ad hoc* committee under Miss Charlotte Capers on the filming of Confederate military records in the National Archives, and this committee is about ready to make its final report.

A long endorsed project of the Society seems to be now attainable. The Council approved in general an outline by Philip Brooks of a manual for users of archives and historical manuscripts. Dr. Brooks was instructed that the Society, subject to the approval of its board of editors, would publish this manual under its auspices. Dr. Brooks reports his work well under way, materials gathered, several chapters in partial draft, and detailed outlines tested on probable users. He hopes to have a completed manuscript by the next annual meeting.

It should be mentioned here also that after much brain racking, soul searching, and thought pilfering President Posner has submitted and had approved in principle at yesterday's Council meeting "a program to insure the care and preservation of our archival heritage." The implementation of this program for persuading a foundation to lend support to our profession will have to be left to the new administration.

Coming down to the near future, the Council last night endorsed the proposal of the Committee on Professional Standards and Training on the question of designating fellows of the Society. The report was accepted with a vote of commendation to Dr. Radoff's committee, which was instructed further to prepare a constitutional amendment for submission to the 1957 convention to put the idea into effect. The Secretary was directed to read the committee's report at this assembly in order to acquaint the members with the proposed action.

The other regular committees of the Society showed equal devotion in their work this year. They were reconfirmed or realigned last fall. As always, owing to various circumstances, some have borne fruit this year while others are in the not too gratifying middle of things.

Dolores Renze and 18 area chairmen sparked the all important membership committee. The year's membership included 579 individual members, 80 institutional members, 9 life members, 6 honorary members, and 282 subscribers to make a total of 956 as against 860 a year ago. The membership committee also assembled for the nominating committee information about past officials and committee chairmen who have served the Society.

Brief summaries of the work of the other committees follow.

The Audio-Visual Records Committee has not yet completed its definitive study of techniques for the care of record copies of film and sound recordings. Five important writings on the subject were, nonetheless, made available to interested members of the Society. This committee regrets that its resources are not drawn upon more fully by the general membership.

The Committee on Bibliography under Lester W. Smith has prepared a listing of 520 items, printed in the October 1956 issue of our journal. It has continued to be selective in the fields of record management and foreign archival publications. This committee has also answered inquiries from other bibliographers.

The Committee on Buildings and Equipment gave advice particularly to the Jewish Research Institute in New York City and the State Records Center at Lansing. It completed an extensive questionnaire for the use of the Third International Congress of Archivists and answered a number of other inquiries.

The Committee on Business Records, under chairman Robert Lovett, completed an extensive report on current practices in the handling of business records in libraries, which is to be published as an article in the *American Archivist.*

The Committee on College and University Records has been recruiting members in its appropriate circle and answering inquiries, and on October 10, 1956, it brought together about two dozen members in a special meeting to discuss its peculiar problems.

The Church Records Committee, under the Rev. Edmund L. Binsfeld, has submitted a preliminary critical bibliography of 105 titles. It hopes soon to complete and publish the work and to this end it solicits aid from the general membership.

The Committee on Municipal Records has had the cooperation of the American Municipal Association. The March 1956 issue of the association's publication carried a message formulated by the committee's chairman, Charles E. Hughes, Jr., which reached and got a reaction from cities throughout the country.

The Committee on Labor Records so far has been frustrated in its attempt to obtain the blessing of labor's hierarchy for the circularizing of labor organizations. This is the only part of its work in locating and describing labor records that remains to be accomplished.

The Committee on Preservation Methods is in the midst of collecting data on the problem of salvaging water-soaked documents.

The Committee on Records Management got well along in its project to gather information on the record management programs in State and local governments. Forty-one States and three Territories replied, but information chiefly from local units remains to be collected.

The Committee on State Records, under Mary G. Bryan, has revised the handbook on State and Territorial laws governing archives and has supervised the preparation of four further reports on microfilming, disposal and destruction laws, salary schedules, and replevin laws. Its annual dinner meeting on October 10, 1956, was a huge success.

The Secretary submits that these reports — and they have come in from every committee — are an indication of great vitality in this Society. It is apparent that in the year just ended our retiring president has been particularly successful in exploiting this vitality. Neither father figure, nor healthy invalid, nor constant golfer, he has still made the 20th year the best of our Society's life. May his spirit of imaginative and scholarly leadership continue long among us! It has been a real pleasure for the Secretary to be so closely associated with him and with Bill Overman and Karl Trever, with the members of the Council and committee chairmen, and with the ever helpful Torch Press. A group more dedicated to its cause than this Society does not exist in these United States. That cause is the cause of truth in many of its less glamorous and more tedious aspects.

HENRY J. BROWNE, *Secretary*

REPORT OF THE COMMITTEE ON PROFESSIONAL STANDARDS AND TRAINING

For some years the Society of American Archivists has considered the possibility of electing as fellows of the Society of American Archivists certain members selected for this honor by an agency of the Society. After several discussions by the Council, the task of determining the advisability of such a class of members, the criteria for their selection, the method of nomination and election, and other related problems was assigned to the Committee on Professional Standards and Training by President Grover. This committee was asked by President Radoff and again by President Posner to continue its study.

Your committee has understood from the beginning the controversial nature of the proposal. Its deliberations in meetings and by correspondence have been slow, even pedestrian, but we have felt that the committee at least should finally be of one mind. Majority and minority reports would serve only to remove the controversial issues from the committee room to the convention hall, where such differences as had existed within the committee would inevitably be multiplied.

We are, therefore, especially pleased to report unanimous agreement on all the important problems involved as well as on some others that are of secondary importance or purely procedural in nature. We feel confident that the recommendations in the body of our report will furnish a sound basis for a beginning at least and that procedural difficulties that may arise after our proposal has been put into effect ought not to be serious enough to require the attention of our committee.

Although it was not perhaps a part of the task assigned us, we should like to state, first of all, that we were unanimous in our feeling that general membership should remain open to anyone interested in our Society for whatever reason and that some of us felt strongly that unless open membership is maintained, no special class of "fellow" ought to be created.

1. Your committee is in favor of the election of certain members of the Society of American Archivists to a special class of membership, those so elected to be known as Fellows of the Society of American Archivists.

2. The number of members so designated should not be less than 10 percent or more than 15 percent of the total membership reported at the last general meeting of the Society.

3. Election of fellows should be by a majority of all the members of the Committee on Professional Standards and Training, so long as that committee shall be composed only of past presidents of the Society of American Archivists.

4. No member of the Society should be elected a fellow who has not been a member in good standing of the Society for at least 5 years immediately preceding his election. Moreover, in selecting candidates the committee ought to be guided by certain criteria, as follows:

Advanced educational experience, realistically appraised, in an area of knowledge recognized as essential for an archivist.

Professional experience, ordinarily of 5 years, which should include the exercise of responsibility and should demonstrate the possession of qualities of initiative, resourcefulness, and professional morale.

Writings of superior quality and usefulness.

5. No member of the Society of American Archivists duly elected a fellow should be deprived of this designation so long as he remains a member in good standing of the Society.

Morris L. Radoff, *Chairman*

Reviews of Books

HENRY P. BEERS, *Editor* [1]

National Archives

Carter Glass Papers; Selective Inventory With Special Reference to Material Concerning the Federal Reserve System, compiled by Elbert A. Kincaid. (Charlottesville, Va., 1954. n.p. Processed.)

The Carter Glass papers were given to the University of Virginia in 1947 by the Glass family. They contain about a half million items, including letters written and received, legislation proposed and introduced, and memorabilia of various kinds. They cover the years 1909-46, through the distinguished Virginian's long career as a member of the House of Representatives and its Committee on Banking and Currency, as a member of the Senate and its analogous committee, and as Secretary of the Treasury.

The papers are divided into two groups. The first, consisting of letter press copies of letters written by Glass while he was Secretary of the Treasury and chairman ex officio of the Federal Reserve Board from December 1918 to February 1920, were not examined for this inventory. The second group, which is covered by this inventory, consists of 423 boxes of unbound papers, arranged roughly according to date.

The inventory was prepared by Dr. Kincaid, with the help of three of his graduate students — William Edel, Samuel Cardwell, and Anne Thomas. It represents the first comprehensive examination of the Glass papers that has been made since they were acquired by the library. Rather than a complete inventory it is a partial catalog of the papers, with emphasis on the economic aspects of Carter Glass' career. The compilers were looking particularly for items pertaining to the Federal Reserve System, and the end product of their research represents a box-by-box listing of those items that were thought to be of sufficient importance to warrant notation.

In doing the "spade work" on these as yet virtually unexplored papers, the compilers have rendered genuine service not only to economic historians but to all students of 20th century United State history. In making special note of records pertaining to the Federal Reserve System, they may have furnished the impetus needed for the preparation of an authentic and comprehensive account of the System's origin and development.

As noted above, this is really not a definitive inventory, but rather an itemized box-by-box listing of the papers. The weakness of such a listing is that unless the records are well arranged according to a readily apparent scheme, the product is likely to be very difficult to use. And unfortunately, the Glass papers are not well arranged. The special notations will, of course, be helpful for anyone interested in the Federal Reserve System; and, naturally, any list of the papers is easier to run through than the documents themselves without a guide. Most researchers, however, will have to peruse the entire bulky catalog in order to find the particular material they seek.

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[1] Richard G. Wood, our long-time review editor, has resigned his editorship and left the National Archives to return to New England. Members of the Society are grateful to him for his long and devoted service to the magazine. His successor, Dr. Beers, is a member of the editorial staff of the *Territorial Papers of the United States.*

It seems to this reviewer that some preliminary arrangement of the records would have greatly increased the value of the inventory, and would perhaps have required little more time and energy than was expended. A cursory examination of the inventory, for example, shows that boxes 29-36, 51-62, 68-87, and 89-96 contain correspondence from Glass' Virginia constituents. If all these letters could have been brought together into a single series, one general entry with only date coverage and notations of towns or counties of origin for each box would probably have sufficed. Grouping many of the other records into series and refining somewhat the chronological arrangement of the collection would also have helped to make the inventory more useful.

Despite these shortcomings, however, if this inventory of the Carter Glass papers stimulates scholars to explore the documents covered by it, Dr. Kincaid and his students will have made a definite contribution to our history.

Donald M. Zahn

National Archives

Guide to Manuscript Materials Relating to Western History in Foreign Depositories Reproduced for the Illinois Historical Survey, compiled by Marguerite J. Pease. (Illinois Historical Survey, *Publication* No. 5; Urbana, rev. ed., Mar. 1956. 112 p. Processed.)

Guide to Manuscript Materials of American Origin in the Illinois Historical Survey, compiled by Marguerite J. Pease. (Illinois Historical Survey, *Publication* No. 6; Urbana, rev. ed., June 1956. 112 p. Processed.)

Issued originally in mimeographed form as publications 1 and 3 of the Illinois Historical Survey in August 1950 and October 1951, respectively, these guides were reviewed in the *American Archivist*, 14:172 and 15:165 (Apr. 1951 and Apr. 1952). Both guides have been improved in content and makeup. The revision has consisted of rechecking, rewriting, and rearranging some of the original items and adding items for new acquisitions.

Publication No. 5, which is a guide to reproductions from British, French, Italian, Spanish, and Canadian archives and libraries and from various collections of private papers, includes expanded introductions to the sections. Only three new items appear in its table of contents, but the descriptions of other items have been considerably enlarged. The total length has been increased from 85 pages to 112. Pages 101 and 104 are not covered by the table of contents. A useful improvement in the item entries is the inclusion of birth and death dates after the names of persons. A more nearly uniform style in the item entries would have been desirable.

Publication No. 6, retaining its alphabetical arrangement, has been enlarged from 78 to 115 pages and contains 336 as compared with its former 180 items. Among the new items of historiographical interest are those of the Conference of State Historical Societies of the Upper Mississippi Valley, the Historical Manuscripts Commission of the American Historical Association, the Illinois Historical Survey, and the Historical Records Survey in Illinois.

Both guides would be more usable if they were indexed. They are, nevertheless, tools of importance for persons interested in the history of Illinois and the Upper Mississippi Valley from the colonial period onward.

Henry P. Beers

National Archives

Documentos para la historia de Nicaragua. Colección Somoza. Vols. 9-12, 1543-46. (Madrid, 1955-56. 768, 747, 561, 550 p.)

Nicaragua has no collection of original documents relating to its colonial history; as a result recourse must be had to the archives of Spain. The Nicaraguan nation, however, had no program to make copies of those documents and publish them until 1953. In that year a presidential decree, signed by Gen. Anastasio Somoza, instructed Dr. Andres Vega Bolaños, the Ambassador to Spain and a member of the Nicaraguan Academy of History, to undertake the project. Transcripts have been obtained; and, although the plan called for 10 volumes, those under review bring the number to 12, with more to come. The documents already published date only as far as 1546; this serves to indicate the extent and richness of the Spanish materials dealing with Nicaragua, found principally in the Archives of the Indies.

The documents in volumes 9-12 of the *Colección Somoza* are of the years 1543-46. They are chiefly from the section Justicia, although the sections Audiencia of Guatemala, Indiferente General, Audiencia of Santo Domingo, Patronato, and Audiencia of Panama are represented. A large part of the four volumes is taken up with *expedientes* (investigative or judicial proceedings) from Justicia, including investigations regarding the services of the governor and other officials of Nicaragua and legal proceedings respecting other investigations and claims. The rest of the documents are royal letters and decrees and letters from officials and others in Nicaragua to the Crown, dealing with affairs in the province. Volumes 9 and 10 contain two *expedientes* each; and volumes 11 and 12 contain three *expedientes* each and numerous decrees and letters. The documents are printed in chronological order. The tables of contents are descriptive lists of all the documents, with full details concerning the *expedientes*, giving dates, places, names of persons writing or involved, and subject matter. The location of each document in the Archive is noted. For each of the *expedientes* there are indexes of persons and places. These volumes carry forward the story of Nicaragua during the early years of its history and are a valuable contribution to the knowledge of the progress of that Spanish colony.

Roscoe R. Hill

Washington, D. C.

Domesday Rebound, by Hilary Jenkinson. (London, Her Majesty's Stationery Office, 1954, viii, 55 p., illus., bibliog. 3d.)

Recently the Domesday Book, one of England's earliest written records and one of her most cherished, has been rebound. Sir Hilary Jenkinson, in this short work, gives a concise history of this famous book, which consists of two volumes of different page size.

In 1085 William the Conqueror ordered a survey of the kingdom made, to ascertain who held land and how much, the number of cattle, the number of serfs, the number of freemen, and so on. This was England's first complete combined tax assessment and census roll to be written down. It was transcribed on parchment sheets, which were shortly afterward bound, although the exact date of the first binding has never been established.

The author goes into considerable detail concerning the physical properties of the volumes. The recent rebinding was the fourth for the larger volume and the fifth for the smaller. In taking the volumes apart, preparatory to rebinding them, a great deal was discovered as to such details as the binding materials and the methods used in sewing. Parts of former binding materials were discovered under the later bindings. Each detail was carefully noted and, in many cases, photographed. It is interesting to note that the original lids were of beechwood and oak covered with calfskin.

The volume under review is primarily of technical interest. On page 22 the author suggests that the general reader skip to page 35 for a summary of the intervening pages, which are especially technical and of little general interest.

Albert H. Schneider

Arcadia, California

Northamptonshire Archives Committee. *Annual Report, 1955-1956.* (Northampton, 1956. 9 p.)

Worcestershire Archivist. *Eleventh Report of the County Archivist, 1955-1956.* (Worcester, 1956. 13 p.)

National Register of Archives, Worcestershire Committee. *Eighth Annual Report, 1955-1956.* (Worcester, 1956. 5 p.)

Worcestershire Photographic Survey Council. *Sixth Annual Report, 1955-1956.* (Worcester, 1956. 7 p., illus.)

These reports give evidence of the continued activity of county archivists in central England. In the words of the Worcestershire report, their task is to "collect, preserve and make available" records in their counties. Against their efforts are working the usual forces with which archivists everywhere must contend. Both counties are seeking expanded quarters for their holdings; the Northamptonshire Archives Committee is considering ways of converting an old abbey into a record office, while the archivist of Worcestershire is about to move his holdings into a larger building. The problems of unsuitable shelving, dampness, and inadequate finding aids are also being overcome. The Northamptonshire record office has run into the additional problem of an inconvenient train schedule between its repository at Lamport and the rest of the county.

Both county archivists are continuing their work of locating and accessioning records containing information on families, property, and institutions within the counties. Besides the regular lists and indexes used in searching records, the Worcestershire record office devises classification schemes for disordered record groups:

> There is no doubt at all that pre-planned subject classification is the answer to this problem, but the devising of these classification schemes is by no means easy, involving as it does a careful study of the reasons why a committee was set up, what it was supposed to do and what it actually does, and how. Once done, however, it means that Record Office staff really do have a good knowledge of the administration they are serving and are thus better equipped to understand and answer the queries they are called upon to solve and to help in deciding what files are important for retention and what files can safely be destroyed after so many years.

In order to facilitate searches in the many small groups of papers, name, place, and subject indexes as well as calendars are being prepared for all records "important enough to warrant individual treatment."

The county archives authorities are making local citizens aware of their resources. They do this through exhibits both in their own buildings and elsewhere, talks before local societies and schools, and visits to the record offices by groups of college students.

The Worcestershire Committee for the National Register of Archives, a division of the Historical Manuscripts Commission, continues to prepare reports for the National Register. Records in the custody of churches, families, and libraries are examined and described in these reports.

The report of the Worcestershire Photographic Survey Council is illustrated with five photographs of local scenes. The Council not only collects, for deposit in the county record office, old photographs of the area but also encourages camera clubs to make photographic excursions around the county and to deposit the resulting pictures.

All these reports demonstrate vigorous interest in preserving and making available local records in England. This interest is not new, but the staffing of the county record offices with trained archivists has given it better direction and provided more positive results than it previously had.

FRANCIS J. HEPPNER

National Archives

Lincolnshire Archives Committee. *Archivists' Report 7. 1 April 1955-21 March 1956*, by Joan Varley and D. M. Williamson. (Leaford and Bourne, W. K. Morton & Sons, 1956. 71 p.)

Lancashire Record Office Report for 1955, by R. Sharpe France. (Preston, T. Snape & Co. Ltd., 1956. 28 p., illus.)

These reports make pleasant reading. Both indicate well-organized offices, where trained and active archivists deal with a regular flow of documents. The facilities offered by private collectors help considerably in the indexing. The contributions made by individuals and private societies are surprisingly large. Gifts came in throughout the year, many including large batches of documents from the Middle Ages.

The outstanding event of the year at the Lincolnshire Archives was the acquisition of the Foster and Scorer reference libraries. Their description takes up 7 pages of the report. Canon Foster devoted part of his life to the study of local medieval history; his library is of great interest in books, transcripts, indexes of series in other libraries, and even authentic documents. A list of about a thousand Lincolnshire items, from the 13th century to the 19th, has been prepared from a collection of miscellaneous materials. The carefully gathered collections of the Scorer Library relate to Lincolnshire history and development. A short description of the new deposits and an outline of the listing and calendaring of some of the *fonds* already held at the Archives or elsewhere (including good summaries), fill some 60 pages. For instance, 10 pages are devoted to the Ancaster family papers (second deposit) — a lot amounting to more than 5,000 items, dating from the 12th century to the 19th.

Though the Lancaster report is only a third as long as Lincolnshire's, its contents are no less important. The activities of the year are summarized in 2 pages, and it is evident from them that there is a keen local interest in matters of history: 99 lectures were delivered by the archivists! Three pages describe the new accessions, with a few lines devoted to each of the main topics. Here again many private deposits, some of several thousand papers, contain documents of the 13th century. Four chapters discuss the Molyneux family muniments, the history of the Lancashire grammar schools, a local gunpowder company, and the architectural masterpiece in Blackburn, the tomb of Judge Walmesly (1537-1612).

These reports are well drawn up. To all interested in the local and family histories of the counties, they convey an adequate idea of what new or newly analyzed documents are available.

JOSEPH F. LIBERT

The Brothers of Christian Instruction
Highlands, Jersey, England

Central African Archives. *A Guide to the Public Records of Southern Rhodesia Under the Regime of the British South Africa Company, 1890-1923.* (Salisbury, Southern Rhodesia, 1956. xxxviii, 282 p., illus., index.)

Central African Archives. *The Coming of Age of the Central African Archives.* (Salisbury, Southern Rhodesia, 1956. 40 p., illus., appendix.)

These two attractive volumes mark the maturity of one of the outstanding archival agencies of the world. For fullness of conception, for thoroughness of professional competence, and for devotion to purpose, the Central African achievement is one to inspire all archivists.

The imposing *Guide* appears when the governmental records of the "company period" are for the first time made available for research. The company's records were scattered in various parts of Africa and England and met the hazards of normal attrition and of war; those in the London office were destroyed in an air raid. Now a manageable body has been assembled in usable order and made ready for study in what the Chief Archivist calls an almost virgin field. The guide includes an introductory history of the company government and the story of its files. The description of the records occupies nearly 175 pages, historical notes 58 pages, and an exhaustive index of names and subjects 45 pages. The guide is arranged by record groups corresponding to the divisions as they existed just before the coming of "Responsible Government" in 1923. Each entry consists of a series catch-title, inclusive dates, a brief series description, and a note of the number of "units." A brief administrative history precedes the section for each major division. An interesting mode of presentation is that of detailed historical notes, following the guide proper, one for every subdivision. Although there is no way of comparing the quantities with those in our archives (indeed the Central Africans apparently can afford to be pleasantly less conscious of volume and statistics than we are), the amount of detailed information is impressive by any standard.

The *Coming of Age* is a nontechnical statement, without the cloak of professional mystery, of the role of the archives in Central African society. From the initial question as to why archives should be preserved, through the description of the institution's aims and achievements, to the final statement of principles, this is succinct and readable. The activities recounted are those set forth in the last 5-year report, *Archives in a New Era* (Lusaka, Northern Rhodesia, 1955), which was reviewed in the *American Archivist*, 19:170-171 (Apr. 1956). There is just enough allusion to documents that portray dramatic episodes in history to make the statement appeal to the intelligent layman. Anyone entering the profession could hardly find a more cogent expression of the ideals that make an archivist enjoy and respect his work. The archivist, we read, "must be something of an expert on filing and registry procedure and a scholar; he must know about the chemistry of paper and constitutional history; he must be a writer, a cataloguer and a man of some aesthetic appreciation." In Central Africa, more than in this country, one man can aspire to all or most of these accomplishments. All, the book continues, are encompassed by a single philosophy, which is stated (with a nod to Sir Hilary Jenkinson): The archivist's creed "is the sanctity of evidence, his aim to provide impartially the means of knowledge to all those who wish to know." The appendix presents a creditable list of publications of the Archives and its staff members.

The two books, printed and bound at the University Press in Glasgow, are showpieces in themselves, with fine bindings, color reproductions of documents, photographs and drawings, and large legible type. Needless to say, they must have been expensive; the costs of the *Coming of Age* were borne by the Rhodesian Selection Trust Group of Companies, and those of the *Guide* by the British South Africa Company. This is testimony to the effectiveness of the Chief Archivist in winning public as well as official support.

Not only the volumes but the whole development of the Central African Archives since 1933 demonstrate the leadership and competence of the Chief Archivist, Vivian W. Hiller. He joined the Society of American Archivists in its earliest days. His book acknowledges the pioneering role of the United

States in the field of record management, and one of his staff members, E. E. Burke, was an intern at our National Archives in the past year.

PHILIP C. BROOKS

Federal Records Center, San Francisco

Ceylon. *Administration Report of the Government Archivist for 1955*, by J. H. O. Paulusz. Colombo, Ceylon, 1956. 8 p. 20¢.).

The staff of the Ceylon Archives consists of 42 officers, clerks, catalogers, repairers, binders, and minor employees. During the year the United Kingdom lent the services of S. M. Cockerell to give the bindery staff an intensive course in the latest methods of manuscript repairing and archival binding. Under this program 158 employees of the Archives and other Ceylon governmental agencies were trained; and as a result many documents, manuscripts, and volumes, both within and outside the Archives, were repaired.

During the year advice was given to a number of departments on the arrangement and care of their records; the inventory of the Land Board's records and a detailed index of three series of Tombu registrations of the Dutch period were completed; some land records were accessioned; efforts were made to complete a register of all books and newspapers published in Ceylon; and negotiations were begun to acquire property for a new archives building. The Historical Manuscript Commission was able to trace and register many documents of historical value that are in private possession. Some of these were borrowed for photocopying.

This report of the Archivist is evidence of great and useful accomplishments.

SARA D. JACKSON

National Archives

Bibliography of Mauritius (1502-1954), Covering the Printed Record, Manuscripts, Archivalia and Cartographic Material, compiled by A. Toussaint. (Port Louis, Mauritius, Esclapon Ltd., 1956. xvii, 884 p.)

The 8,865 entries in this thick volume, compiled by the Chief Archivist of Mauritius, are divided into 6 groups, as follows: A, Early Imprints & Private Publications (1768-1954); B, Periodicals, Newspapers & Serials (1773-1954); C, Government & Semi-Official Publications (1810-1954); D, Publications issued Abroad (1600-1954); E, Manuscripts & Archivalia (1598-1954); and F, Plans, Maps & Charts (1502-1954). Each group is preceded by a brief introduction and a table of contents. A 72-page general index covers entries in all the groups.

Groups E and F only need concern us here. The 1,152 entries in group E are arranged under 17 colonies and countries (from Aden to the United States) and thereunder by archives, library, department, or other repository. More than half of these entries, as one would expect, list records in Mauritius. As the island has been held successively by the Netherlands (1638-1710), France (1715-1810), and Great Britain (since 1810), the records listed under repositories in these countries reflect the connection. It is curious to find the repositories in Portugal and Spain not represented at all; the compiler's inquiry there yielded scant satisfaction. The United States maintained a consulate in Port Louis, Mauritius, from 1794 to 1911; the records of its activities, together with other series of records in the National Archives containing material on Mauritius, are listed in entries 1122-1137.

The 1,295 entries in Group F are divided under several headings: General (Mauritius, Oil Islands, Rodriguez), Regional (districts in Mauritius), South West Indian Ocean, World Maps, and Addenda (entries 1178-1295); thereunder individual maps and charts are listed chronologically regardless of their location or form (printed or manuscript). Many of these items, as indicated in each entry, are found in the Mauritius Archives, the Public Works Department of Mauritius, the Public Record Office (London), and the British Museum.

Before undertaking this work, Dr. Toussaint visited France, Great Britain, and South Africa and mapped out the research to be done in the first two countries; he later visited Aden, Ceylon, India, and Réunion and secured the data for compiling the Group E listings under these areas. In general he had to rely on data furnished by paid and voluntary workers in far-flung repositories. While the total result is naturally spotty, Dr. Toussaint has put his name to a magnificent performance. Archivists and historians all over the world should find items of value to them in this rich, well-organized, scholarly compilation. Americans who have read S. E. Morison's classic *Maritime History of Massachusetts* already know that the little island in the Indian Ocean has an interest apart from having been the home of the dodo and the scene of Bernardin de St. Pierre's famous romance, *Paul and Virginia.*

Carl L. Lokke

National Archives

Zionist World Organization, Central Zionist Archives. *Report for Period 1951-1955, Submitted to the 24th Zionist Congress.* (Jerusalem, 1956. 19 p. in Hebrew; English translation, p. 20-23; illus.)

Archivists studying the development of institutional archives will find this report of particular interest. The Zionist Archives has brought together the noncurrent records of the executive offices of the Zionist World Organization, a number of local Zionist offices in various nations, the Jewish Agency, and social, educational, and economic institutions established by the agency. To these "official records" the Archives has added the archives and manuscript collections of many Zionist leaders.

This is the first substantial, though yet too brief, report on the operation and holdings of this Archives. Since its establishment in Berlin in 1919, the Central Zionist Archives has collected about 200,000 files, augmented by an extensive library on Zionism, several thousand photographs, recordings of historical reminiscences and important events, and microfilm copies of pertinent records in other archival institutions, such as the Archives of the State of

Israel and the British Foreign Office. Judging from the report, the Archives has a planned program for the preservation, identification, arrangement, and use of its *fonds*, with a liberal policy on access to records.

Although the report is useful to searchers, several important omissions detract from its value to archivists. It makes no mention of the volume of holdings other than the figure of 200,000 files. This term "files," of course, may refer to minor subdivisions of the *fonds*, containers, or series. No description of the system of arrangement and registration of records appears, nor is it clear whether the Archives distinguishes between the manuscripts and archives of an official. Although the report refers to a preservation program, the only technique described other than rebinding is the microfilming of important documents to ensure them against damage or destruction. The report also mentions — but does not describe — a new system of classifying official records to facilitate arrangement and reference.

MEYER H. FISHBEIN

National Archives

Denmark. National Record Office. *Kronens Skøder paa Afhændet og Erhvervet Jordegods i Danmark fra Reformationen til Nutiden. Femte Bind, 1731-1765*, compiled by S. Nygård. (Copenhagen, 1955. xiv, 708 p.)

The fifth in a series of archival publications concerning the purchase and sale by the Danish Crown of real property and the rights or privileges pertaining thereto, this volume covers the years 1731-65. It consists of day-to-day extracts from various official records, beginning with the King's gift of the estate Sorgenfri to his aunt, Princess Sophia Hedvig, on January 5, 1731. Under each entry are the essentials of the transaction — the principals, the consideration, the legal description — together with a reference to the archival source. In an undertaking of this magnitude the abbreviations are necessarily numerous, but all except the obvious ones are listed and explained. In this chronological maze of detail, the reader's sole salvation is the comprehensive index of 94 pages, which, however, indexes only names.

To judge from the entries, the Crown had a finger in almost every Danish pie, whether it involved a church, factory, hospital, inn, or water mill. Among the more interesting restrictions was the provision that certain tracts of land should remain unploughed and be properly planted to prevent the destructive drifting of sand. As noted in the introduction, hunting rights were often reserved quite unnecessarily, and in two instances salvage rights were reserved in deeds for farms miles away from any seacoast. Throughout the legal language, one senses the constant urge to guard against all contingencies and to protect all vested interests of the Crown.

The reader can only admire the industry of the compiler, who began work on the manuscript for this volume in 1943. Archivist Nygård, born in 1869, is a veteran in this field, having already completed vol. 3 (1689-1719) and vol. 4 (1720-30) in this same series. In his foreword, the Chief Archivist of Denmark, Axel Linvald, pays warm tribute to Nygård's work, describing it as highly significant for Danish social and economic history as well as for local and personal history. With this the reviewer agrees.

Harold Larson

Arlington, Va.

Fort William — India House Correspondence. Volume XVII: 1792 - 1795, edited by Y. J. Taraporewala. [*Indian Records Series.* General Editor, B. A. Saletore.] (New Delhi, 1955. xv, 576 p. Rs. 25.)

With this volume, the project of publishing all the important correspondence between the governor-general-in-council in Bengal and the East India Company's court of directors in London makes a further step forward. It takes us into a far different scene from that of the previously published volume 5, for the later 1760's. The company's sway over much of the subcontinent of India was by 1790 well established. The chief interest in this volume lies in the vivid picture it presents of the way two governors-general, Cornwallis and Shore, met both the domestic and foreign crises of these years. The two great themes are the pacification of India after the company's war with Tipu, Sultan of Mysore, 1790-92, and the marshaling of the company's Indian resources to meet the assaults of Revolutionary and Napoleonic France. There is a wealth of detail on the company's negotiations with the "country powers" of India, both great and small, and on the way in which its *de facto* "influence" at Indian courts was developing into decisive control. In these years, when the problems of the northeastern "frontier" were far more pressing than those of the northwestern, the pages on the negotiations with Nepal, Tibet, Assam, and Burma will arrest the attention of midtwentieth-century readers. Hearing that "the Emperor of China has sent an army to attack and destroy the Rajah of Napaul in revenge for the injuries that he had done to the people of Thibet who are dependent upon China," the governor-general-in-council concluded in the autumn of 1792 that the company's government should "endeavour, as far as it could be done by safe and justifiable means, to preserve him and his country from destruction" without giving offense to the Chinese — a task certain to require "extremely delicate and circumspect" conduct (p. 207).

This volume is excellently illustrated and begins with a succinct and informative introductory essay by its editor. Although it is of great benefit to have the documents *in extenso*, their very voluminousness would justify further consideration of their closer editing, to save time and money in the production of future volumes. Despite the gap in time between the date of a letter from India and the reply to it from London, much would be gained for the modern reader by having the reply printed immediately following the letter to which it refers. The summaries of the paragraphs of the letter, which now appear in the replies, could be completely omitted, and no letter need be printed in double columns. The adoption of abbreviations to indicate such phrases as "needs no reply," "already replied to," and the like would also save a great deal of space.

Holden Furber

University of Pennsylvania

Hand-list of the Bagshawe Muniments Deposited in the John Rylands Library, compiled by F. Taylor. (Manchester, 1955. 143 p. 6s.)

This hand-list is of significant value, for it has been compiled by the Keeper of Manuscripts of the John Rylands Library. In 1950 Maj. F. E. G. Bagshawe at Ford in Chapel-le-Frith, Derbyshire, deposited the muniments of his family and of families allied directly or indirectly with it, which had been assembled during the past century by the late W. H. G. Bagshawe (d. 1913), historian of his family, long prominent in Derbyshire and Yorkshire. Dr. Taylor's concise and informative introduction to the list sketches the history of the Bagshawe family and summarizes the types of manuscripts in their muniments. The reader is stimulated to explore the list and is well rewarded, finding competent arrangement and numbering of the manuscripts and a wide variety of subject matter tersely digested.

"The muniments of the Bagshawes of Ford, then," states Dr. Taylor, "consist of two elements. Firstly, as one might expect, the archives accumulated by members of the family in the administration of their private, estate and business concerns, and, secondly, correspondence, papers and records of all kinds acquired, either singly or in large blocks from extraneous sources by W. H. G. Bagshawe because the persons or property mentioned in them had some association with the Bagshawes" (p. 2). Though the earliest items date from the fifteenth century, the bulk of the manuscripts is of the eighteenth and nineteenth centuries. Economic and social historians will find in the list much that will invite their interest, and biographers of British notables of the eighteenth and nineteenth centuries will do well to consult the index of the list for names of those persons with whom they are immediately concerned or for names of those persons' contemporaries.

Among the outstanding members of the Bagshawe family was Col. Samuel Bagshawe (d. 1762) of the 93rd Regiment of Foot, who was at one time second in command in the East Indies. Of value to military historians are his East India papers, in two large folio volumes, and those of the Murray collection, which include the papers of Lt. Gen. William Murray (d. 1818) and Lord John Murray (d. 1787), son of the first Duke of Atholl and for forty years colonel of the 42nd Highlanders (the Black Watch). For ecclesiastical historians there are manuscripts bearing on seventeenth-century clergy, Anglican and Nonconformist, and a number of references to archbishops and bishops in Ireland. The 11 volumes of Catherine Bagshawe's journals, 1792-1826, offer material to the social historian and to students of the devotional life of that period.

Dr. Taylor names the documents of the Caldwells of Castle Caldwell, County Fermanagh (in Ulster) as the most important single group added by W. H. G. Bagshawe to his muniments. Catherine, daughter of the third Caldwell baronet, married Col. Samuel Bagshawe, mentioned above. Outstanding are the letters of the fourth baronet, Sir James Caldwell, who corresponded with such well-known persons as Townshend, Shelburne, Lady Mary Wortley Montague, and Garrick. Maria Theresa created Sir James

Count of Milan and offered him the post of lord chamberlain, and he served as aide-de-camp to the King of Sardinia.

Scanning the index, one finds the names of such eminent figures as several of the Dukes of Devonshire, Jeffrey Amherst (first baron), Stratford, Canning, and Arthur Young.

Of interest to archivists is the arrangement given to the muniments under three heads with specific subdivisions: (1) Correspondence and Papers, (2) Manuscript Volumes and (3) Deeds and Documents.

This hand-list should stimulate others abroad and also in America to follow this example of the Bagshawe historian in assembling the manuscripts of leading families and housing them under one roof with the hope that in the course of time they may come under skilled public guardianship, as the Bagshawe muniments have.

DOROTHY BRUCE WESKE

Brookeville, Maryland

Spain. Dirección General de Archivos y Bibliotecas. *Memorias inéditas sobre Archivos españoles.* (Madrid, Tipografia Moderna, 1955. 47 p. 20 ptas.)

This is a reprint from the thirtieth number of the *Bulletin* of the Spanish Government's Department of Archives and Libraries. It is a listing of all archival repositories in Spain — public and private, municipal and provincial, ecclesiastical, university, and other. The arrangement is alphabetical by province; thereunder, alphabetical by city. Each entry gives only the name of the archival establishment, with an indication of the year during which the repository was visited by a representative of the Spanish archival profession. Such visits, part of a voluntary campaign of propaganda by the profession in Spain, have resulted in the collection of a file of survey sheets or unpublished *memorias.* These are in the National Documentation Service of Spain. The present reprint, therefore, is something of a checklist of these unpublished inventories, which presumably are available to scholars whose search may have narrowed to a particular archival repository in a certain Spanish town and province.

GASTON LITTON

University of Oklahoma

Relaciones dominicoespañoles (1844-1859), by Emilio Rodríguez Demorizi. [Academia Dominicana de la Historia, vol. 3.] (Ciudad Trujillo, Editora Montalvo, 1955. 428 p.)

Antecedentes de la anexión a España, by Emilio Rodríguez Demorizi. [Academia Dominicana de la Historia, vol. 4.] (Ciudad Trujillo, Editora Montalvo, 1955. 463 p.)

Emilio Rodríguez Demorizi, Director of the Dominican Archivo General de la Nación and president of the Dominican Academy of History, has made a valuable contribution to the history of his country in the preparation of these two documentary volumes. The first comprises documents, 1844-59, from a *legajo* in the Archivo Histórico Nacional at Madrid, consisting of correspondence of Spanish agents, dealing with the relations between Spain and the Dominican Republic and events in the latter country, together with a reproduction of the newspaper *La República* for 1856. They cover the period between the end of the Haitian domination and the reunion of the Republic with the mother country. The second volume, on antecedents to the annexation to Spain, contains documents and contemporary articles, 1860-64, relating to the annexation and its effects on the country. There is a brief study of the cause of the annexation to Spain and a bibliography, both prepared by Dr. Rodríguez Demorizi. The two volumes throw much light on the troubled history of the Dominican Republic in the middle years of the nineteenth century. They form volumes 3 and 4 of the series published by the Dominican Academy of History in connection with the "twenty-fifth anniversary of the Trujillo Era."

ROSCOE R. HILL

Washington, D. C.

News Notes

H. B. FANT, *Editor*

National Archives

SOCIETY OF AMERICAN ARCHIVISTS

As most members of the Society know, Karl Trever, editor of the *American Archivist* for the past 6 years, and Richard G. Wood, book-review editor for 13 years, have resigned their positions. The Society owes both a great debt of gratitude for their long and unselfish service to the magazine. Mr. Trever, who is still on the staff of the National Archives, has given and will give the new editor his help and advice during the transitional period; and Mrs. Buck and Mr. Fant will provide some continuity on the editorial staff. The new editor repeats Mr. Trever's plea for articles and news notes. The *American Archivist* can be a useful and interesting publication only in so far as Society members and others interested in the archival and record fields cooperate to make it so.

At the International Congress on Archives in Florence, Italy, September 1955, the official delegates of the Society were Solon J. Buck and David C. Duniway. Other members of the Society who attended were Robert H. Bahmer (representing the National Archives), William J. Barrow, Elizabeth H. Buck, Hector Garcia-Chuecos, Philip M. Hamer (representing the National Historical Publications Commission), and Elizabeth E. Hamer.

The following members have joined the Society since May 31, 1956:

Sister Mary Amata, Saint Clara Convent, Sinsinawa, Wis.; Lawrence A. Carnevale, Federal Records Center, New York City; Mary Hester Cooper, University and Educational Archives, University of Kentucky; Boyd Cruise, New Orleans, La.; Dakota Microfilm Service, Denver, Colo., Robert G. Harris, representative; Roy Sylvan Dunn, Associate Archivist of the Southwest Collection, Texas Technological College; Ivan D. Eyler, Federal Records Center, Fort Worth, Tex.; Forest History Foundation, Inc., St. Paul, Minn., Elwood R. Maunder, representative; Dora J. Gunderson, Mercy College, Detroit, Mich.; Phebe R. Jacobsen, Historical and Museum Commission, Harrisburg, Pa.; Robert L. Jacoby, Roosevelt Library, Hyde Park, N. Y.; H. G. Jones, State Archivist, Raleigh, N. C.; Walter Lee Jordan, Tennessee State Archives; Katherine Lambert, Federal Records Center, Fort Worth, Tex.; Rev. Damian E. McGovern, Chancellor, Diocese of Harrisburg, Pa.; Mildred E. Pilger, Federal Reserve System; Irving A. Polster, Archivist, City of Newark, N. J.; John F. Schmidt, Bethel College Historical Library, North Newton, Kans.; Herbie L. Simmons, Regional Director, National Archives and Records Service, Atlanta, Ga.; Orus C. Steely, Federal Records Center, Fort Worth, Tex.; H. J. Swinney, Director, Idaho Historical Society; David E. Turner, National Archives; William H. Work, Pennsylvania Historical and Museum Commission, Harrisburg; C. George Younkin, Federal Records Center, Fort Worth, Tex.; and E. J. Zubres, Wolverine Tube Division of Calumet & Hecla, Detroit, Mich.

NATIONAL ARCHIVES AND RECORDS SERVICE

Organizations interested in borrowing for official purposes projection prints of the National Archives color-sound motion picture (16 mm.), entitled "Your National Archives," should address their requests to the Regional Director, NARS, General Services Administration, for the region in which their organization is located:

Maine, Vermont, New Hampshire, Massachusetts, Connecticut, and Rhode Island	Region 1 U. S. Post Office & Court House Boston 9, Mass.
New York, Pennsylvania, New Jersey, and Delaware	Region 2 250 Hudson St. New York 13, New York
District of Columbia, Maryland, West Virginia, Virginia, Puerto Rico, and the Virgin Islands	Regional Office Building, Region 3 7th and D Sts., S.W. Washington 25, D. C.
North Carolina, South Carolina, Tennessee, Mississippi, Alabama, Georgia, and Florida	Region 4 50 Seventh St., N. E. Atlanta 5, Ga.
Kentucky, Illinois, Wisconsin, Michigan, Indiana, and Ohio	Region 5 219 S. Clark St. Chicago 4, Ill.
Missouri, Kansas, Iowa, Nebraska, North Dakota, South Dakota, and Minnesota	Region 6 2306 E. Bannister Rd. Kansas City 14, Mo.
Texas, Louisiana, Arkansas, and Oklahoma	Region 7 1114 Commerce St. Dallas 2, Tex.
Colorado, Wyoming, Utah, and New Mexico	Region 8 Bldg. 41, Denver Federal Center Denver 2, Colo.
California, Arizona, Nevada, and Hawaii	Region 9 49 Fourth St. San Francisco 3, Calif.
Washington, Oregon, Idaho, Montana, and Alaska	Region 10 Naval Air Station Seattle 15, Wash.

Prints of this film may be purchased by organizations and individuals for $74.70, including reel and shipping case, through the Exhibits and Publications Section, National Archives, Washington 25, D. C. Persons wishing to purchase prints are requested to enclose check or money order in the proper amount with their orders, since special arrangements have been made with the Motion Picture Service, U. S. Department of Agriculture, for the processing of prints on order of the National Archives.

National Archives *Bulletin* No. 8, "The Appraisal of Modern Public Records," was published in October 1956. This 46-page work, by T. R.

Schellenberg, Director of Archival Management, discusses the values of public records "in relation to the evidence they contain on the organization and functioning of Government bodies and the information in them on persons, things, and phenomena that were the concern of such bodies." Although it sets forth "no exact standards by which the value of records may be judged, it suggests certain broad approaches that should be taken in appraisal work." Readers of the *American Archivist* can obtain single copies on request from the Exhibits and Publications Section, National Archives, Washington 25, D. C.

Preliminary inventories recently issued and available on request from the Section describe the records of the Federal Communications Commission, the Bureau of Entomology and Plant Quarantine, the Price Department of the Office of Price Administration, the United States Shipping Board, and the House of Representatives Select Committee to Investigate Real Estate Bondholders' Organizations, 1934-38.

The Photoscience Laboratory at the National Archives has recently been moved into commodious new quarters. Remarkably well equipped and laid out in a manner to permit efficient, economical operations, it provides the agency with one of the best facilities of its kind in the country.

On Constitution Day, September 17, 1956, Franklin G. Floete, Administrator of General Services, announced that in the lobby of each new Federal building constructed under the lease-purchase program specially designed exhibit cases will be installed for the display of parchment facsimiles of the Declaration of Independence, the Constitution, and the Bill of Rights. In announcing the program, Mr. Floete said:

> By displaying the great documents of American history in Federal buildings throughout the country, Americans everywhere will have a better chance to renew the inspiration that flows from the knowledge that American liberty under law is our most cherished national possession. In their original form, the documents are written testimony that our independence and our enduring form of Goverment were the products of the unflagging zeal of Americans who knew that the price of liberty is unshakable devotion in war and in peace. The lesson is as true today as it was at the founding of the Nation and the Republic.
>
> Lease-purchase, by providing the first Federal construction for civilian buildings since the eve of World War II, has likewise furnished us with the opportunity for the wide distribution of these historic charters. Now vast numbers of people will be able to see them, in authentic form, for the first time.

The August 24, 1956, issue of the *Federal Register* contained a 51-page compilation revising and bringing up to date the "Guide to Federal Record Retention Requirements," first published in the *Register* for April 8, 1955. The guide deals with Federal requirements for the retention of records by private persons, business establishments, and other organizations.

In a decision dated October 5, 1956, Judge Gunnar H. Nordbye of the United States District Court for Minnesota ruled for the Hammond heirs in the Clark papers case. Judge Nordbye ruled that the Clark notes, in his opinion, were rough working papers that had never become records of the Government. No decision has yet been made as to an appeal.

A project to publish a scholarly and comprehensive edition of the papers of James Madison, sponsored jointly by the University of Chicago and the University of Virginia, was officially established on October 1, 1956. The Board of Editors consists of Leonard D. White and William T. Hutchinson, representing the University of Chicago, and William M. E. Rachal, representing the University of Virginia. The project is being financed by grants from the Ford Foundation and the Rockefeller Foundation and by an appropriation from the Virginia legislature. This action completes the establishment of publication projects for the papers of Benjamin Franklin, John and John Quincy Adams, Alexander Hamilton, and James Madison, as recommended by the National Historical Publications Commission in its report to the President in 1951. Custodians of archives and manuscripts are requested to inform the appropriate editors of any papers of these five leaders that have not already been called to their attention.

At the invitation of the Guatemalan Government, T. R. Schellenberg, Director of Archival Management, represented the National Archives of the United States at the inauguration of the new Government Archives of Guatemala during the week of September 13-20. Guatemala is the fourth Latin American nation to construct a building for the specific purpose of housing its permanently valuable records, an indication of the recent emphasis given by our sister American republics to the cultural and administrative importance of efficient archival management.

Dr. Schellenberg had the pleasure of meeting the President of Guatemala, Carlos Castillo Armas, on Saturday, September 15, at a reception in the Presidential Palace. The following Monday, at the first ceremony to be held in the formal conference room of the new Archives, Dr. Schellenberg presented to José Joaquin Pardo, Director of the Archivo General del Gobierno, microfilm copies of important diplomatic despatches, 1824-1906, sent by our ministers in Guatemala to the Department of State. The exceptionally full newspaper coverage given the presentation of the microfilm indicates how warmly Guatemalans appreciated this gift from our National Archives.

By invitation of the Government of Puerto Rico, Oliver W. Holmes of the National Archives staff spent the month of September in San Juan advising the administration how best to carry out the law passed December 8, 1955, establishing the Archivo General de Puerto Rico. Established first as a part of the University of Puerto Rico, the Archives was, by an executive order of the Governor dated June 19, 1956, transferred to the recently established Institute of Puerto Rican Culture, the Director of which is Dr. Ricardo Alegría. Plans were made for amendments to the law, for building facilities, and for organization and programing. Dr. Holmes also spent a few days early in October in the Virgin Islands, chiefly in studying land-record problems.

John P. Harrison, formerly Latin American specialist at the National Archives, has become an assistant director for humanities of the Rockefeller Foundation, New York City.

LIBRARY OF CONGRESS

Verner W. Clapp resigned recently as Chief Assistant Librarian of Congress to become president of the Council on Library Resources, Inc. (noted below under the heading District of Columbia). In his honor the Library will sponsor the Verner W. Clapp Publication Fund, a revolving fund to be used "to publish facsimiles of historic and rare materials in the Library's collections" and other appropriate materials. Other personnel changes of interest to the archival profession are the following: The recent head of the German National Museum at Nuremberg, Edgar Breitenbach, now an American citizen, has been named acting head of the Division of Prints and Photographs for a year. Russell Smith, recently on the staff of the University of Virginia's Alderman Library, has been appointed to the Manuscripts Division. David W. Hirst has left to teach at the University of Maryland.

The Library has received a substantial addition to the papers of Senator George W. Norris, approximately 20,000 pieces dating from about 1885. About 12,000 papers chiefly 1930-47, of the late Wendell Berge, official of the U. S. Department of Justice, have been given to the Library by Mrs. Berge. The Library has received from the Department of Health, Education, and Welfare some 1,200 papers of the Cuban Educational Association of America, an organization formed in 1898, under the leadership of Gen. Joseph Wheeler and Gilbert K. Harroun, treasurer of Union College, to advance "the educational interests of young men from Cuba and Puerto Rico whose families and fortunes were prostrated by the Spanish-American War." Older material received includes a small group of documents concerning attempts by British sugar planters and merchants in the West Indies to secure a revision of the Molasses Act, 1750-51; notes by Thomas Jefferson, apparently unpublished, on work done in 1783 on his orchard at Monticello; a personal memorandum book kept by Isaac Shelby as Governor of Kentucky, 1792-94; and, as an addition to the Andrew Stevenson papers, some 300 letters and invitations he received in 1837, while serving as U. S. Minister in London.

A cooperative project of the Library and the Colorado Historical Society has resulted, after a decade, in the microfilming in Europe of some of the Western Americana there, especially materials concerning the range cattle industry.

TRAINING COURSES

The American University in Washington, D. C., is continuing the program of intensive summer institutes which was initiated in 1945 with the cooperation of the National Archives and the Maryland Hall of Records and which has been sponsored since then by those two agencies and the Library of Congress.

In 1957 the following two institutes will be offered: Eleventh Institute in the Preservation and Administration of Archives, June 17-July 12; Director, Theodore R. Schellenberg; and Fourth Institute on Records Management, June 3-14; Director, Herbert E. Angel. A folder describing the two institutes and any additional information desired may be obtained by writing to Institutes on Archives Administration and Records Management, American University, 1901 F St., N.W., Washington, D. C.

TECHNICAL DEVELOPMENTS

The National Plan for Civil Defense Against Attack is a 118-page booklet released by the Federal Civil Defense Administration in mid-summer 1956. The Superintendent of Documents, Government Printing Office, Washington 25, D. C., sells the booklet for 55c a copy.

The Dakota Microfilm Service, 9655 West Colfax Ave., Denver 15, Colo., is marketing the Microdealers Continuous Film Processor, Model DK 1635, a universal 16/35 mm. continuous processor designed especially for the critical archival requirements of permanent microfilm. The machine is approximately 10′ long, 1¼′ wide, and 12′ high.

David Kaser of the University of Michigan points out in the June 15, 1956, *Library Journal* that the conventional home model 2″ x 2″ blower-cooled slide projector can be used as a microfilm reader, if the operator is careful to avoid scratching the film. In several models, he says, film threaded through the slide changer and fed manually will cast a legible image on the screen.

FOREIGN NEWS

Germany

With a Ford Foundation grant of $69,000 to finance the microfilming and editing of German materials, the American Committee for the Study of War Documents has projected the publication of a guide to historically important German documents of the period 1867-1919. Reginald H. Phelps of Harvard University is the committee's chairman, and Sidney Wallach, 381 Fourth Ave., New York 16, N. Y., is the executive director.

Under the heading "Archivalisches" a contributor to the *Frankfurter Allgemeine Zeitung* of July 19, 1956, points out that as the central collecting agency for documentation on current history, the Federal Archives at Koblenz should receive the documents repatriated by the Western Allies. Calling attention to a decision of the Federal Government at Bonn that "all files of the Foreign Office which can be spared, at least those until 1920," are to be deposited at Koblenz, the writer asserts that from a research point of view this date is much too early. But to the Foreign Office of West Germany even this date apparently seems too recent. The West German Ministry of Defense, moreover, still refuses to deliver to the Federal Archives papers left by important German military leaders and given back by American authorities.

France

A study entitled *American Missions in French Archives; a History of the Procurement of Reproductions*, by Henry P. Beers of the National Archives staff, is soon to be published by the Louisiana University Press. It deals mainly with the American exploitation of source materials in the ministerial archives in Paris, but it also mentions some materials procured from departmental, local, and other French archives.

Guatemala

The opening of the fine new building of the Archivo Nacional de Guatemala occurred during the week of September 13-20, 1956. Much credit for Guatemalan archival progress during the past two decades is due the director, José Joaquin Pardo.

Great Britain

Sir Hilary Jenkinson's presidential address before the annual general meeting of the Society of Archivists, entitled "The Future of Archives in England," is published in the April 1956 issue of the society's journal. A feature of the October 1956 issue is an interim report by Ida Darlington on methods available in the United Kingdom for the lamination of paper documents; Miss Darlington outlines five methods but especially recommends the process and machine devised by W. J. Barrow.

The British Institute of Recorded Sound, 38 Russell Sq., London W. C. 1, has in its collection about 25,000 sound recordings, now in process of being card indexed. Its new *Bulletin*, the first issue of which appeared as the Summer 1956 issue, will contain bibliographies of sound recordings, information about archives of recordings, and news about the institute's activities.

India

The following printed materials relating to the work of the Indian Historical Commission have recently issued from the National Archives of India at New Delhi: the commission's *Proceedings*, vol. 30, part 2 (160 p.) and vol. 31, part 2 (188 p.); *Summaries of the Papers* at the commission's 32d session at Patna, February 1956 (13 p.); and an *Index to Papers Read* at the commission's sessions, 1920-1956 (97 p.).

U. S. S. R.

Though Hebraic scholarship in Russia is believed to have suffered severely in the period since 1917, two members of the faculty of New York University were this past summer able to find 14 valuable collections of Judaic and Hebraic manuscripts still in the U. S. S. R. One collection is in the Lenin Library in Moscow, six collections are in the Leningrad Library, and seven are in the Institute for Oriental Study at Leningrad.

CALIFORNIA

The California Historical Society has announced that a cumulative index to its *Quarterly* will be published in 1958.

DISTRICT OF COLUMBIA

Opportunities for fresh studies in the Anglo-American background made the theme of the fourth meeting of the Conference on Early American History, held on October 27, 1956, at the Folger Shakespeare Library. At one of the sessions, Francis L. Berkeley, Jr., of the University of Virginia discussed "The Collection of Documents Abroad by Microphotography, and Their Value."

A new nonprofit educational research organization, the Council on Library Resources, Inc., has set up its national headquarters at 1025 Connecticut Ave., N.W. Verner W. Clapp, recently Chief Assistant Librarian of Congress, will serve as president and executive head.

IDAHO

The Idaho Historical Society is being revitalized. H. J. Swinney, formerly director of interpretation at Old Sturbridge Village in Massachusetts, has become the society's new director. Merle Wells of Boise, now working on a new history of the state of Idaho, has become consultant historian. Dr. Wells has been for 6 years associate professor of history and dean of students at Alliance College, Cambridge Springs, Pa.

ILLINOIS

Thornton W. Mitchell, project director of the National Records Management Council, has supervised the Illinois Records Management Survey, scheduled for completion this month. In an article in the June 1956 issue of *Illinois Libraries*, Mr. Mitchell asserts that the Survey's method of stopping the creation of unnecessary records rather than of merely controlling their flow, is, "For the first time . . . being tested on a broad scale on a government-wide basis."

At Allerton Park, a country estate 26 miles west of Champaign, the University of Illinois sponsored an institute November 11-14, 1956, on the nature and development of the library collection. During its varied 4-day program, "The Role of the State Library" was discussed by Harold F. Brigham, director of the Indiana State Library; and "Non-book Materials" by Harold Goldstein, head librarian of the Davenport, Iowa, Public Library.

Northwestern University is sponsoring a 12-session seminar, beginning February 19, "designed to present a practical approach to the many aspects of an integrated records program." Instruction will be conducted by Vera A. Avery of the Encyclopaedia Britannica staff and Freda Kraines, Records and Library Supervisor, Chicago Park District. Dinner will be served at the beginning of each session. For full information write Henry E. Theobald, Assistant Dean of the School of Commerce, Northwestern University, 339 E. Chicago Ave., Chicago 11.

INDIANA

At Earlham College, T. D. Seymour Bassett has been promoted to the position of associate professor of history and college archivist.

The Archives Division of the Indiana State Library has acquired the papers of Thomas Taggart, prominent Democratic Party leader and United States Senator; and the papers of Harry S. New, United States Senator and Postmaster General in the Coolidge administration.

KENTUCKY

Charles F. Hinds was appointed secretary-treasurer of the Kentucky Historical Society on June 11, 1956, succeeding the late Bayless E. Hardin. Mr. Hinds is a 1950 graduate of the University of Kentucky, where he is now working toward his master's degree in history. A veteran of World War II, he has taught for 3 years in a Louisville high school.

The Margaret I. King Library of the University of Kentucky has recently received several important collections of manuscripts. Two groups of papers given by the Means and Seaton families of Ashland, Kentucky, include the records of the Means family's contribution to the development of the iron industry in northern Kentucky and southern Ohio. Another collection, papers of the Hunt and Morgan families, contains letters and records of the John W. Hunt who conducted a mercantile business in Lexington from about 1796 to his death in 1841, some Civil War and later letters, and a number of antebellum business letters of Hunt's grandson, John Hunt Morgan of Confederate fame. The family of John Fox, Jr., author of *The Little Shepherd of Kingdom Come* and other novels, continues to add to the Fox papers, which include letters from many well-known authors of the first decade of this century. Although the cataloging of these collections is not complete, they have been arranged and are available for the use of scholars.

LOUISIANA

Copies of Louisiana's important new record law, Act No. 337 of the 1956 legislature, may be obtained from the secretary of state at Baton Rouge. The title of the legislation indicates its scope: "An Act to create a State Archives and Records Commission and to define the powers and duties thereof; to create and establish an Archives and Records Service and define the objectives and responsibilities thereof; to authorize a State Archives and Records Center; and to outline the duties of the State and local officials with regard to the management of records and archives." The survey reports by John C. L. Andreassen and Edwin A. Davis, reviewed in the October 1956 issue of this magazine, were helpful in the initiation of this act.

Since the appointment of Vergil L. Bedsole as Archivist in 1947, the Department of Archives and Manuscripts of Louisiana State University has acquired in 9 years more than four times as many manuscripts and related items as it acquired in the 11 previous years. Holdings have been strengthened in many fields, including such specialized ones as steamboat commerce, medicine and surgery, lumbering, and the sugar industry. Significant other additions have been many papers pertaining to Louisianians prominent in public life. In the 18 months ending June 30, 1956, the new additions totaled 500,000 items.

MARYLAND

One of the main objects of the newly formed Prince George's County Historical Society is to collect and preserve historical material related to the county. The society, with a membership of over 200, uses Riverdale Mansion, maintained by the Maryland Park and Planning Commission, as its headquarters.

MASSACHUSETTS

Albert West, executive vice president of the Massachusetts Civic League, is the recently appointed State archivist.

A capital outlay program that includes an item of $1,005,000 for the preparation of plans and the construction and equipment of an archives building on the State House grounds has been passed by the General Court and approved by Governor Herter. The suggested specifications provide for an air-conditioned, 3-story structure, generally underground, with the top floor slightly above ground level. The two lower floors are to contain the stacks, and the top floor is to contain the archival search and service rooms and a museum.

Percy Macomber is the director of the Sir Isaac Newton collection at Babson Park, a suburb of Wellesley

At the Connecticut Valley Historical Museum in Springfield, Ruth A. McIntyre is transcribing for publication, possibly on microfilm, the first of six volumes of 17th and 18th century manuscript accounts of the Pynchon family. The museum's director is Juliette Tomlinson.

The 16th annual meeting of the American Association for State and Local History convened at Old Sturbridge Village, October 7-9, 1956. Advance programs conspicuously advertised the slightly later dates of the Washington meeting of the Society of American Archivists.

The Institute on Historical and Archival Management at Radcliffe College, June 25-August 3, attracted 16 enrollees, 3 from abroad. Directed by Lester J. Cappon, who was on leave from the Institute of Early American History and Culture, the summer course stressed history rather than method as the common denominator of the several fields under examination.

The Women's Archives at Radcliffe College is expanding its activities. It is established as a research library with growing resources, both published and manuscript, relating to the contributions of American women to American society.

MINNESOTA

The offices and library of the Forest History Foundation, a nonprofit corporation headed by Frank H. Kaufert, have been removed from the Minnesota Historical Society to 2706 W. Seventh Blvd., St. Paul. Elwood R. Maunder is secretary and director. Dedicated to the collection, preservation, and dissemination of North American forest history, the foundation has issued a brochure, "Retracing the Blazed Trail," to tell the story of its purpose and program.

MISSISSIPPI

John Hebron Moore, University of Mississippi, is editor of the *Journal of Mississippi History*, succeeding Sanford W. Higginbotham, who has accepted a position with the Pennsylvania Historical and Museum Commission.

Charlotte Capers, Director of the Mississippi Department of Archives and History, at Jackson, reports the recent acquisition of the papers of William T. Walthall, close friend of Jefferson Davis and reputed "ghost writer" of *The Rise and Fall of the Confederate Government*. Among 3,721 items in the collection are correspondence about this work; there are also 88 Davis letters, correspondence about his capture, and correspondence about the yellow fever epidemics of 1878 and 1882 in Memphis and Pensacola.

The Department's appropriation for the biennium beginning July 1, 1956, was $87,820 — an increase of $10,720 over its last biennial appropriation.

MISSOURI

The United States Military Personnel Records Center at St. Louis is accommodated in one of the 20 largest buildings in the world. The 6-story structure, equipped with escalators throughout, contains 1,349,148 square feet of usable floor area (approximately half that of the Empire State Building). The architectural programing and design of the establishment, which cost 12½ million dollars to construct, are set forth in detail, with photographs and diagrams, in the August 1956 issue of *Architectural Record*.

NEBRASKA

The 50th anniversary meeting of the Mississippi Valley Historical Association will be held on May 2-4, 1957, at Lincoln, where the association was founded in 1907. The Nebraska State Historical Society is located at 1500 R St. in Lincoln.

NEW JERSEY

The New Jersey Historical Society, 230 Broadway, Newark 4, has a new director. Alexander J. Wall, Jr., has become curator of Old Sturbridge Village in Massachusetts, and Robert M. Lunny, for the past year curator of the Delaware State Museum, has been named his successor at Newark. A native Philadelphian with a graduate degree in history from the University of Pennsylvania, Mr. Lunny served in the U. S. Naval Reserve, 1942-53, and was associate director of the Truxtun-Decatur Naval Museum in Washington, D. C., before his Delaware employment. He and Mrs. Lunny will live in Far Hills, N. J.

NEW YORK

On July 15, 1956, Howard W. Crocker, associate public record analyst of the New York State Education Department's Division of Archives and History, issued to county clerks of the State a helpful clarification on "Disposition of Court Records under Section 89 of the Judiciary Law." A clerk must now furnish the information required by the law and make application to the appellate division of the supreme court of the State of New York in the judicial department in which the applicant's office is located. Although the consent of the commissioner of education is still required for the disposition of noncourt records in a county clerk's office, it is not required for the disposition of the clerk's court records.

During the week of September 23-28 the New York State Historical Association and the National Trust for Historic Preservation sponsored at Cooperstown, for the second year, a short course in the growing specialty of keeping historic houses.

Eleanor Fair of the Metropolitan Life Insurance Co., 1 Madison Ave., New York City, is chairman of the Special Library Association's committee on the association's own archives.

To aid in the production of a history of its first hundred years, the Equitable Life Assurance Society of the United States retained Thomas P. Martin, beginning August 1954, as a consultant on the reconstruction (by collecting branch office materials and personal papers) of the archives of its home office, which was destroyed by fire in the society's 53rd year. Dr. Martin was assistant chief of the Manuscripts Division of the Library of Congress, 1928-48, and thereafter manuscript consultant to the Indiana University Library and visiting professor of history at the university. He will appreciate receiving at his present address, Dunn Loring, Va., information about manuscript materials that might be useful in writing a biography of Elizur Wright, antislavery leader and "father of American life insurance."

Stewart Elwell, with Leahy and Co. since 1955, has become one of its vice presidents. He was formerly chief of the organization and management division of the Small Business Administration and senior consultant to a Hoover Commission task force on paperwork.

C. Stewart Sheppard, dean of the Graduate School of Business and Public Administration, Cornell University, has been elected a director of the National Records Management Council. The council's third annual conference on record management, held in cooperation with the Graduate School of Business Administration of New York University, met on September 13-14, 1956. An article by Robert A. Shiff, "Protect Your Records Against Disaster," in the *Harvard Business Review*, July-Aug., 1956, has been reprinted by the council. The article summarizes the results of tests of record containers under atom bombing and discusses the selection of "vital" records for which special measures of protection should be taken not only against the danger of possible bombing but against the more ordinary dangers of fire and flood.

NORTH CAROLINA

Writing in the Summer 1956 issue of *Military Affairs*, Rear Admiral John D. Hayes, U.S.N. (Ret.), discusses the whereabouts of the papers of naval officers, asserting that the largest group of naval officers' papers outside the

Library of Congress is in the Southern Collection of the University of North Carolina.

An article in the University of North Carolina Library's *Bookmark* for December 1955 describing the general objectives of the Southern Collection has recently been reprinted, with minor changes, as an 11-page booklet.

PENNSYLVANIA

The Pennsylvania Bankers Association has recently issued a 20-page "Schedule of Retention and Destruction of Bank Records." The manual is designed specifically for the use of banking institutions that operate under the laws of Pennsylvania.

The Alumnae Association of Bryn Mawr sponsored a symposium on Colonial Pennsylvania on November 3, 1956, at which Whitfield Bell, Jr., discussed the subject, "Papers of Benjamin Franklin."

The ninth edition of a *Directory of Libraries and Information Sources in the Philadelphia Area* (1956. 132 p.) has been published by the special libraries council of Philadelphia and vicinity. Copies may be ordered from Olive F. Whitehead, 204 S. 42d St., Philadelphia, for $2.50 each.

TEXAS

F. A. Pellerin, curator of the Battleship Texas Museum, is seeking any material pertaining to the first and second Texas navies.

The South Texas Historical Association has established its permanent archives at the Texas College of Arts and Industries, Kingsville.

Archival and newspaper collections of the Texas State Library have been trucked from the Highway Building at Austin "to a frame warehouse in a hard-to-reach site near the northwest edge of town." So says Wayne Gard on the editorial page of the *Dallas Morning News*, Oct. 1, 1956. Apparently the Highway Department needed elbow room in the Highway Building, but Texas has not yet authorized the erection of a suitable home for its State archives. Other influential Texas newspapers, particularly the *San Antonio Express*, are protesting this neglect.

VERMONT

Arthur Wallace Peach, director and editor of the Vermont Historical Society, died on the final day of the society's annual meeting, July 21. The society's secretary, Clara E. Follette of Montpelier, was named acting director until a successor to Dr. Peach could be chosen. Elected to replace him, effective November 1, was Richard G. Wood, National Archives, the review editor of this magazine, 1943-56. Dr. Wood, a New Englander by birth, was educated at Dartmouth and Harvard. He taught at the Massachusetts Institute of Technology and the University of Maine and directed the State Historical Records Survey in New Hampshire before entering the Federal service in Washington, D. C.

VIRGINIA

An alumnus of the University of Virginia has presented to its library the manuscript of the 1860 edition of Walt Whitman's *Leaves of Grass* and many of Whitman's manuscript poems. A significant collection of Stephen Crane's papers is also coming to the University.

During 1955 while the Virginia Historical Society was increasing its manuscript holdings by 10,585 manuscripts, it cataloged 16,305 manuscripts and repaired 2,075 manuscript sheets.

Michael G. Hall, who recently received his Ph.D. from Johns Hopkins, has begun a 3-year research appointment at the Institute of Early American History and Culture. The institute's newsletter for October 1 mentions that the Mount Vernon Ladies' Association administers, at Washington's home, a library open to students and scholars. Besides 3,000 reference books, the library contains about 1,600 manuscripts, about 1,000 photostats of manuscripts, a collection of early views, some blueprints, and a number of maps.

The 13th mailing of George Reese's survey reports on manuscripts in Europe consists of his first reports from Oxford University. In the same mailing William J. Van Schreeven and Francis L. Berkeley, Jr., who comprise the subcommittee on colonial records, Virginia 350th Anniversary Celebration, announce their intention of appealing for foundation aid to extend the colonial record project for 3 years beyond July 1957 and to index the entire series of reports.

WISCONSIN

The building in which the State Historical Society at Madison is housed has been remodeled, and the Winter 1956 issue of the *Wisconsin Magazine of History* is a "re-dedication" issue.

The McCormick Collection, transferred to the State Historical Society in 1951, has been enriched by the recent acquisition of the papers of Cyrus Hall McCormick's wife. The papers were received from the Nettie Fowler McCormick Biographical Association in Chicago, where they were first assembled.

WYOMING

Under the auspices of the State Archives, the Archivist, Lola M. Homsher, and the microfilm administrator, Dorothy K. Taylor, met in June with the county budget officers in Cheyenne, and in September with the county officers association in Casper, for a general discussion and workshop on the problems of microfilming and disposition. The association's legislative committee is working with the Misses Homsher and Taylor for improved legislation, to be suggested to the legislature in 1957.

The Archives has accessioned, for security microfilming later, the brand books, 1899-1954, from the brand division of the Livestock and Sanitary Board; and, to date, for permanent retention, over a thousand 100-foot rolls of microfilm. State and county records have been surveyed in anticipation of the Federal civil defense microfilm aid program.

The centralized State Microfilm Department, now well established after a year and a half of functioning, has added three machine rooms, a vault, and a new automatic-feed microfilm camera. Records filmed include: secretary of state's corporation and trademark records, treasurer's warrants, auditor's duplicate warrants, Health Department vital statistics and crippled children files, Livestock Department brand records, Liquor Commission records, Retirement Board records, State hospital clinical records, inheritance tax records, Archives and Historical Department records, World War I records, and Wyoming newspapers.

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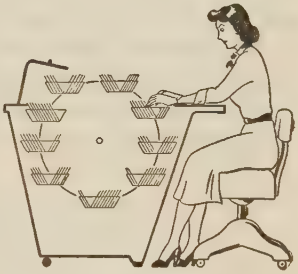

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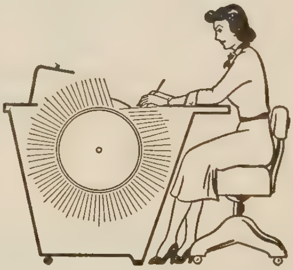

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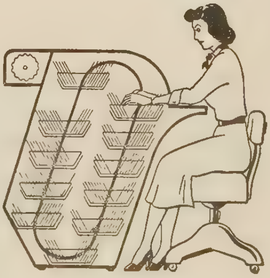

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Popularizing History and Documentary Sources

By JAMES PARTON [1]

New York City

OUT IN Medford, Oregon, there is a company many of you probably have heard of named Bear Creek Orchards, which is chiefly famous for its "Fruit of the Month Club." That highly successful device for the popularization of Oregon pears, apples, and other fruits began about 1930 with a full-page announcement in *Fortune Magazine* that is now regarded as a classic specimen of mail-order advertising. The headline was: "Imagine Harry and Me Advertising Our Pears in Fortune!"

I feel the same sort of astonishment here today. Imagine me addressing the Society of American Archivists! I am a journalist, not an archivist. What I know about the techniques of record preservation, indexing and documentary management could be written on one frame of a microfilm.

Yet it may be that archivists are born as well as made; witness the squirrel and the magpie. At any rate I seem to have inherited the instincts of an archivist and I have been deeply interested in the field, in a strictly amateur way, ever since I can remember. Furthermore, Fate in its devious fashion has pushed me repeatedly into activities where access to good archives has been indispensable.

My current capacity as publisher of a magazine of history is the obvious example and the reason I have been honored by the opportunity to speak here today. But I was active in the area of popularizing history and documentary sources for many years before launching *American Heritage* in the unorthodox format of a magazine in book form in 1954. Perhaps the best way I can convey the various points I wish to make to you today is to review some of my own adventures since I first attempted to produce a "popular history" back in 1942

But, first, let me attempt to state what I mean by that all-too-encompassing word "popularization." Does it include comic strip portrayals of the Civil War? Or flamboyant movies? Or bosomy fiction, one-tenth accurate and nine-tenths made up? No — for the purpose of this discussion I think we can limit "popularization of history" to mean the presentation of scholarly, factual data in a way which is, *first*, authentic; *second*, in good taste; and, *third*, appealing to a nonscholarly audience.

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[1] Paper read at the annual meeting of the Society of American Archivists, Washington, D. C., October 12, 1956. Mr. Parton is publisher of *American Heritage.*

The trick word in that definition is, of course, "appealing." Authenticity and good taste are reasonably clear-cut quotients. But what makes up that mysterious ingredient "appeal"?

First of all, we can answer, I believe, that "appeal" represents the successful marriage of two factors. One is the skilled craftsmanship of the writer or artist — the techniques that can present almost any topic so that it is attractive. But, as the saying goes, "beauty is in the eye of the beholder." The difference between an *attractive* historical presentation and an *appealing* one is the extent to which it touches the inner motivations of the reader. In short, besides skillful craftsmanship, true popular history needs to convey a feeling of utility, to give the reader a conviction that reading it was worth while.

This is the point of clearest separation between the roles of editor and publisher. The editor of a magazine is like the chef in a fine restaurant, infinitely skilled at cooking and serving a varied bill of fare. The publisher is comparable to the *maitre d'*. He has to decide just what kind of person to lure to the restaurant, just where to seat his guests, how much to charge, and a multitude of other matters, many of them crassly material, such as how to pay the rent. I have been both chef and *maitre d'* in various journalistic enterprises, but my primary interest is in the latter role. I am a publisher, and, as such, my interest is less in the preparation of popular history and more in its successful dissemination.

You may ask, Why? And I can only reply by taking refuge in the wise-crack of some nameless pundit many years ago who said: "Journalists are a mongrel breed, one-half fun-loving vagabond and the other half crusading preacher." What makes journalists run is the zest of the chase, plus the satisfaction of feeling that they contribute to the public well-being.

Right now, as you are all well aware, there is a nationwide revival of interest in history. The chief reason is utilitarian: in these troubled times we all want very much to know where we are going. America is going somewhere — fast. But where to — the brink? the moon? From your close perspective on today, do you see the dawn's early light or the twilight of the gods?

You can pick your rhetoric and take your choice: both the criers of havoc and the pointers with pride are aswarm in our land this fall. Or, like many a sensible pilgrim before you, you can look back at where we've come from, to get a better idea of where we're going. "Without a sense of history," says that old voyager Winston Churchill, "no man can understand the problems of our times."

Right now it is particularly important to popularize our history and the social system connoted by those mystic words "American heritage." But when I first became deeply involved in popular history it was to espouse a more limited cause — the role of air-power in war. That was in 1942 in England, where I happened to be stationed as a lieutenant in the American Air Force. Having spent most of the previous decade as one of the editors of *Time*, I was particularly interested in British newsmagazines and similar publications. I noted with surprise that nearly every week newsstands in London carried a new pamphlet about some phase of the war effort — "His Majesty's Mine-Sweepers," "The Abyssinian Campaign," "The Coastal Command of the RAF," and so on. Each was handsomely printed, beautifully written, illustrated with many fine photographs, stamped with official endorsement by the British Government, and for sale at the equivalent of 35¢. What most fascinated me, however, was the discovery that the normal sale of each one was over a million copies!

Like so many Americans, I had been taught history in a way that made it dead and dreary. Here, thought I, is documentary history that really comes alive. Why couldn't the same formula work back home, where the Air Force was trying desperately to convince the public that strategic bombardment by daylight on pinpoint targets was the key to winning the war?

I went back to Headquarters and put my thoughts in a memo to Lt. Gen. Ira C. Eaker, the Air Force commander on whose staff I was serving. He approved the project and directed me to carry it out. So in July 1943 I chose a small staff of professional writers from the Air Force ranks and we set out to tell the popular history of the first year of the Eighth Bomber Command, using the same general technique as the British — authenticity, vivid writing, many photographs, and pamphlet format.

Leaving the writers to finish the text, I returned to New York in August 1943 to arrange publication. "Don't be silly," said the major general in charge of Army public relations in the Pentagon, "there's no money for such projects in our appropriation — maybe you can find some commercial publisher who might be interested, though I doubt it."

Somewhat chastened, I went to see the editors of *Life* and of

Simon & Schuster. The upshot was that both published the manuscript in December that year. *Life* gave it 20 pages, largely pictorial. Simon & Schuster published it in full under the name "Target: Germany." Sales of the various editions eventually totaled more than a million, and I became sure there was a real opportunity for popularization of other subjects of American history. I made a mental note to try to do something about it after the war.

Meanwhile, however, General Eaker and his staff were ordered to Italy, where he became Commander-in-Chief of the Mediterranean Allied Air Forces. One of several jobs he gave me was to serve as chief historian of all the Air Force components under him. I found myself uneasily perched at the top of a pyramid of about 1,000 trained historians, all of them forwarding masses of reports to Washington "through channels" .... that is, through my office.

About the same time came an irate letter to General Eaker from General Arnold — he was the choleric sort! — saying couldn't the Mediterranean Theater for Heaven's sake send in some historical summaries from the field that would be of immediate use to the General Staff for planning and not simply pedantic "administrative histories" of which units moved where and "daily diaries" so crammed with petty detail that no one read them?

I was thereupon asked to devise a new kind of historical report which would meet all the canons of good historical writing — such as authenticity, documentation, and judicious balance — but would present it in such a way that General Arnold and the various staff sections in the Pentagon could make immediate use of it instead of just consigning it to the files. General Arnold also ordered that the material be prepared so that it could be easily repackaged in pamphlets for distribution to Air Force elements all over the world for general readership by all ranks from private up.

There were a large number of very able historians in the Mediterranean Allied Air Forces, and we had a certain amount of success in meeting General Arnold's wishes. In the process we all learned a great deal about popularizing history and documentary sources.

The chief thing we learned — and this is a lesson that was basic to the launching of *American Heritage* — is that history is primarily the story of people. The extent to which you can popularize a historical subject is measured by the extent to which you can bring the cast of characters involved to life in the mind of the reader.

For example, let me mention one historic report I wrote personally during the war. I used to grab the really interesting assignments for myself whenever possible! Far and away the most glamorous one was to accompany the first shuttle-bombing flight to Russia in June 1944. This was a mission of 100 B-17's which flew from Italy to Poltava, bombing a Hungarian railway junction on the way. Two weeks later we flew back, bombing a Rumanian oilfield. These were routine targets; what made the episode significant was the light it shed on how Americans and Russians might be able to get along in close harness.

During the 2 weeks we were in Russia I had access to all the files at Poltava and also in Ambassador Harriman's office in Moscow. Upon my return to Italy I put together a huge report that was loaded with facts and figures and pictures, like all such compendiums. I looked it over the other day with the perspective of 12 years and was struck at once with the realization that most of the detail now bores me stiff and communicates little of value except to the professional military student. What does still come alive in the pages of that report is the occasional revealing glimpse of average individuals and how they behaved during that great wartime adventure.

Think of it — here were 2,000 average Americans suddenly plunked down in the depths of Russia in a bombed-out village, dependent on the Russians for all sorts of daily needs. Another 2,000 average Russian soldiers were assigned to work with them. How did they get on together?

At the time this seemed of far less consequence than the daily necessity to bomb the forlorn Rumanians and Hungarians. In retrospect, however, and in the light of the cold war, how much more significant it is to study how those two small groups of Americans and Russians faced the problems of community existence. This, in microcosm, is the problem the whole world faces now.

Well, the evidence as I remember it and as my 1944 report occasionally reveals, was that the two groups got along just fine, once they were allowed to mingle freely. Here is one of those revealing documentary glimpses. In May 1944, the record shows, there was a conference between Major Lepawsky, U.S., and Major Kompaniets, Soviet, regarding living facilities the Russians would supply. Major Lepawsky reported as follows:

> *Haircuts* — two barbers will be furnished every Wednesday. *Bath day* — any day 20 men are available for baths. *Sheets & pillow cases* — will be changed by the Russians every Wednesday. *Laundry* — collected every Thursday and returned following Wednesday. *Vodka* — to be ordered from Lt. Maximov in bulk and for cash. *Repairs* — will do upon request. *Rats & mice* — Russians will supply a cat.

An engaging, laconic tidbit such as that communicates far more to the casual reader by way of real understanding than pages of dry statistics on just how many haircuts were supplied, how many rats slain.

Here is another example of how revealing the ordinary, minor episode can be. While I was in Moscow in June 1944 I strolled in my American uniform into Red Square to take a look at Lenin. That week was, I might remind you, the high-water mark of American-Russian relations. Our troops had just landed in Normandy and there were cheering crowds outside the American Embassy in Moscow. Few Russians on the street, however, knew what an American uniform looked like, and certainly the two sentries in front of Lenin's tomb did not. With a grunt they crossed rifles in front of me as I tried to enter. Shrugging, I turned away. At this point a typical, squat, rumpled, Russian army private with a cheerful red face fell into step beside me and began to babble in Russian, which, naturally enough, I could not understand. Presently, however, my ears caught a questioning tone —

"Yugoslavski? Polski? . . ."

And I realized he was asking what nationality I was. The one Russian phrase all the Americans had been taught was how to identify ourselves in case we were shot down. I said: "Ya Amerikanyets."

He stopped dead in his tracks. A huge grin spread over his face. He thrust out his grimy paw and uttered one glad, congratulatory word: "Rooseveltski!"

What do you suppose the same chap would say today?

When the first issue of *American Heritage* in book form appeared in December 1954 it carried an opening statement of purpose by our editor, that great journalist turned historian, Bruce Catton. What he said in his ineffable way puts far better than any words of mine the moral I have tried to point by these few anecdotes. He wrote in part:

> The sun goes down every evening over the muzzle of a gun that has been a museum piece for nearly a century, and where there was a battlefield there is now a park, with green fields rolling west under the sunset haze to the misty blue mountain wall. You can see it all just as it used to be, and to look at it brings up deep moods and sacred memories that are part of our American heritage.
>
> Yet the moods and the memories are not quite enough, for Gettysburg battlefield — like any other historic site — is memorable not for its scenic and evocative qualities but because it symbolizes the struggles and the sacrifices and the terrible hopes of people in a great moment of crisis. The men who fought at Gettysburg are all gone now but once they were very much alive, contending

> desperately with a fate that was almost more than they could cope with; and, as Mr. Lincoln remarked, the world can never forget what they did there.
>
> It is precisely that question — What did men *do* there? — that animates every worthwhile examination of the American past.
>
> For history after all is the story of people: a statement that might seem too obvious to be worth making if it were not for the fact that history so often is presented in terms of vast incomprehensible forces moving far under the surface, carrying human beings along, helpless, and making them conform to a pattern whose true shape they never see. The pattern does exist, often enough, and it is important to trace it. Yet it is good to remember that it is the people who make the pattern, and not the other way around.
>
> The editors of any magazine calling itself American Heritage must begin by stating the faith that moves them; and the faith that moves us is, quite simply, the belief that our heritage is best understood by a study of the things that the ordinary folk of America have done and thought and dreamed since first they began to live here.

This, of course, is the same philosophy that has animated Mr. Catton's superb Civil War books. Most of you know, I am sure, that his chief sources for those stirring volumes have been archives largely neglected by other historians — such as regimental histories and letters home. They make his Civil War books come alive, whereas most of the standard works are dead. Bruce once commented:

> Those standard books, of course, are extremely numerous, and the list grows longer year by year. Some of them are very good indeed and will be read as long as any Americans continue to read history. But from my point of view most of them were sadly incomplete, because they tended to be history in the grand manner.
>
> They described military strategy and tactics in detail. They had a wealth of information about war-time politics and economics. With a very few exceptions, every statesman and general of the period is clearly and amply presented. The infinitely complicated lines of pressure are competently traced, the background for every military decision and every act of statecraft is properly explained — but the trouble is that in most cases the people themselves seem to be treated *en bloc* rather than as individuals.

Under Bruce Catton's editorship *American Heritage* follows his philosophy. People keep asking us, "But won't you run out of material?" The answer is, "Never." There is so much, so wonderfully much, just waiting to be mined in archives of all sorts, public and private, large and small. Our field of interest is broad, embracing political, social, economic, industrial, literary, artistic, and almost any branch of history.

We shall appreciate very much being written to about available materials, whether or not we can use them. We do ask you to try to put yourselves in our shoes, and see whether a given manuscript or book or diary, or whatever it is, is of general interest — either because it reveals something noteworthy about a famous person or event or, perhaps, because, while it touches the famous not at all, it reveals an era, a class, an outlook, a way of doing things that has broad application.

We are not interested in documents for their own sake, from the collector's standpoint, or autographs or minor discoveries of a purely antiquarian or local interest (for instance, that the Old Mill at East Elbow, Mass., was actually once located a mile away from its present site). A letter from Teddy Roosevelt to his cousin thanking him for a book is of no interest, unless the book turns out to be — well, *Das Kapital*.

Obviously, there are hundreds of Civil War diaries. At this point, to win publication, they must have real charm or literary merit, or they must cast new light on a major event.

It is a great advantage if a document or letter can be reproduced at least in part in facsimile, that is, if the writing is clear and the item decorative, quaint, or charming. But it still must be something new.

One good way to make a decision as to whether some item from your archives is of general interest is to ask yourself whether, at a dinner party, you could really interest your partner at table in describing the find, or whether it would appeal only to a few professional colleagues.

Here are some examples of archival material already used in the pages of *American Heritage*:

A letter from Theodore Roosevelt reporting the funeral of Edward VII.

The reminiscences of Albert Lasker, pioneer advertising executive, taken from the Columbia oral history project.

A hitherto suppressed manuscript of the story of the hanging of John Brown, sent to *Harper's Weekly* at the time but not printed.

A map we found in Portugal indicating that America may have been discovered by Portuguese explorers long before Columbus.

Robert Livingston's letter to Madison about the possibility of our buying the Louisiana Territory — published for the first time in full, unedited form.

The memoirs of Frederick T. Gates, who advised Rockefeller on how to become a philanthropist.

General Howe's orderly book during the occupation of New York, with direct references to the hanging of Nathan Hale.

The early days of radio, from the Columbia oral history project.

"The Man Who Didn't Shoot Washington," from the Public Record Office, London.

The Douglas Southall Freeman letters on his work.

"One Who Survived, the Diary of Allen Heyn of USS JUNEAU," from records of the Department of Naval History.

"The Good Soldier White, the story of a Revolutionary Veteran," printed by himself and furnished us by the National Archives.

Unpublished pictorial records of the Brewster Carriage Company.

In putting such material together we rely heavily on fine illustration and lively text. We avoid being didactic. History lights the way, but we believe it is best to let the reader reach the conclusion for himself. Finally, we have great confidence in the taste-level of the American public. We do not write *down* to our readers.

I am happy to report that this approach is working beyond our most optimistic estimates. Today, at the end of our second full year of publishing, the circulation of *American Heritage* stands at 175,000. It will be above 200,000 by year's end. No high-quality, high-priced periodical has ever grown so fast.

What kind of people are these 175,000 readers? And now I hark back to my role as publisher. We obviously have a magnificent chef in our kitchen of popular history, but what kind of patrons have come to dine in our restaurant? More important, what kind of patrons come back regularly? And why?

I can supply a number of definite answers, for we have just completed a full-scale market research survey of our readers — a random sample of both active subscribers and expired subscribers — that is, the patrons who did not come back for more. Here are some sample findings of particular interest, perhaps, to an audience of archivists:

First of all, why do they read the magazine? We gave them a long check list of possible answers. Here is their vote:

Interest in history	82%
Enjoyment	65
Sidelights on important people and events	44
Pictures, presentation	41
Portrayal of how people used to live	35
Family roots in the American past	29
Relevance of the past to current problems	24
Usefulness in my work or studies	18
Getting away from present problems	5

And 6% wrote in an added reason: "value for my children."

The interest of children was one of the big surprises in the survey. It shows up more clearly in another question. We asked which members of the family were "interested readers" and found two things of great significance. One is that there is a far higher renewal rate — that is, repeat subscribers — among families *with* children than among families *without*. The second is the fact that in those families with children 69% of those between 10 and 14 and 75% of those between 15 and 19 are "interested readers."

Broadly, our readers are essentially like the readers of many other high-quality periodicals, such as *Time*, the *Atlantic Monthly*, or the *New Yorker*. They are a true *general* audience, not unduly weighted with professional or academic groups. This supports our belief that *American Heritage* is successfully popularizing history and that we have only begun to reach our potential audience.

Our readers are two-thirds men, one-third women. 35% are professionally occupied, 18% are executives, 18% are housewives, 8% are in clerical and sales work, 8% are retired, 6% are students, 2½% are laborers, 1½% are farmers, and 1½% are military men. Among the professions education is first, with 12%, law and engineering next with 5% apiece, medicine with 3%, writing and editing with 2.5%, and the remainder widely scattered.

These are *active* people: 79% belong to one or more clubs or organizations and 55% have held office in them. They travel a lot. Within the past year 25% have traveled for pleasure outside the U. S. and 74% within the country.

They are spread across the face of our land in almost exactly the same pattern as total United States retail sales, but with more concentration in urban than in rural areas.

Their income, of course, is above average; 63% have incomes of $7,000 or more.

As for their education, 32% have bachelor's degrees, 27% post-graduate degrees, and 25% high school diplomas; 5% went only as far as the eighth grade.

Their particular interests rank as follows:

Explorers	61%
Pioneers	57
Old Customs	57
Colonists	56
Battles	51
Old Houses	48
Politics	44
Ships	41
Indians	40
Inventors	38
Religion	37
Antiques	35
Industries	34
Genealogy	26
Trains	19

There is food for thought in that tabulation. Why do ships so far outrank trains? Why is religion relatively low on the scale?

In periods of interest we were surprised to find that the Revolutionary period ranked equally with the Civil War, with votes of 64% apiece. There is so much current attention to the Civil War that we had taken it for granted it would show up far ahead of any other major period. Third place went to the opening of the West, with 55%; fourth to the pre-Revolutionary period, with 49%; and fifth to the Indian wars, with 31%.

One final statistic — the most remarkable one of all: 96% of *American Heritage* subscribers have kept *all* their copies. It appears that we are helping a lot of American families build archives of their own! This fact puts me in mind of a letter we received from one woman, who commented: "I'm a great passer-arounder of magazines, but I'd just as soon pass around my husband as I would my copies of *American Heritage*!"

As you may have gathered from the general tenor of my remarks, publishing *American Heritage* is fun. Each day brings its new, exciting discovery of some neglected treasure of the past. And the continuing increase in our readers, plus the thousands of enthusiastic reviews in critical columns, gives us the feeling that what we are doing has value and importance. So long as we have fun preparing *American Heritage*, so long, I believe, will it be successful in popularizing history.

I began this speech with reference to a famous advertising phrase. Let me close with reference to another. Salesmen are taught: "Don't sell the steak, sell the sizzle." In our various efforts, yours as well as mine, to spread popular interest in history and documentary material, let us never forget that both of them are also *meaty* subjects.

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Facsimiles in a Popular Historical Magazine

By W. EDWIN HEMPHILL[1]

Virginia State Library

REALISM and candor compel me to confess that the optimism implicit in the subject at this session is at least mildly discomforting. Circulation statistics scarcely justify the phrase "Popularizing History and Documentary Sources." The participle "popularizing" should be considered a challenge, not a boast. History is not so generally popular as to be salable in obviously respectable quantities. Let us look at some comparative figures.

I once heard an address by a representative of the publishing firm that issued Douglas Southall Freeman's four-volume Pulitzer-prize-winning biography of Robert E. Lee. With disarming frankness this spokesman admitted the firm's unbelieving astonishment that it could sell tens of thousands of copies of a footnoted, scholarly work about even so important a hero. Yet these amazing sales brought that distinguished success only to the level of one copy for approximately every 3,000 people in the United States. What seems at first thought to be a much better record was achieved by a historical novel that appeared also in the 1930's, Margaret Mitchell's *Gone with the Wind*. In round figures, 1 copy of that book was sold for every 200 men, women, and children in our nation; and perhaps 1 in every 5 or 10 paid their money to see the much-ballyhooed, "super-colossal" movie based on the novel. But who would be so naïve as to contend that the popularity of either the book or the movie is attributable primarily to the historical background or content in the story? Did their success not stem chiefly from the appeal of basic human relations and emotions among fictional characters whose tangled web, plus high-powered publicity, would have made a "best seller" and the "movie of the year" even without the backdrop of Civil War and Reconstruction?

Consider also the limited popularity of history when it is presented through mediums other than books. In its new form, now 2 years old, a twice-revamped magazine called *American Heritage* has made the pill more palatable to more people, I believe, than has any other periodical. It is indeed a sugar-coated pill, one might say in this connection, without intending the term to be perverted from a complimentary into a derogatory remark. The number of copies of *American Heritage* printed has climbed recently to the unprecedented ratio of one copy for approximately every thousand people in the nation. Suppose that we could add to that record all sales in our country of all other historical magazines, all historical novels, and all nonfictional works of history (including textbooks bought by students not really because they want them) in any recent year. We should arrive, no doubt, at a total that would seem impressive. But I doubt whether the aggregate would average one historical book or magazine per year per person.

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[1] Paper read at the annual meeting of the Society of American Archivists in Washington, D. C., October 12, 1956. The author has been a professor of history at various colleges and is now director of the history division of the Virginia State Library and editor of *Virginia Cavalcade*.

So far as I know, it has never happened that a majority of the total audience of motion pictures, radio broadcasts, and television programs has in any hour focused its attention upon presentations of historical subjects. No matter through what medium it is offered, history seems to be comparatively unpopular. And the extent of the public's ignorance about our history — dramatized more than a decade ago by the New York *Times* survey of our college students and curriculums in history and paraded daily anew on dozens of radio and television quiz programs — serves only to emphasize the point.

Yet I do not want to be classed among the Cassandras. I recognize the fact that people have varied interests; I concede that only in Utopia is it likely that a majority of the people will ever be genuinely familiar with their history. To me it seems that more people today, in proportion as well as in number, manifest an interest in history and act in accordance with a knowledge of it than in the days when Francis Parkman's books were "best sellers" and when Harriet Beecher Stowe used a historical problem as her springboard to fame. History's struggle for a place in my countrymen's crowded minds has seemed appealing and worthy enough to me to have enlisted my personal efforts through some 25 years, despite the odds against complete victory. I have campaigned with those who teach history and with those who get it into print. I do not count the battle lost or my life wasted.

Even though success in the field of popularizing history can be merely relative at best, we who have mutual interest in the preservation and utilization of the raw materials of history can properly take time to ask ourselves how the battle goes. My operations have been confined to narrow, minor sectors of the battlefront; I have never visited headquarters, if indeed there be any such thing as headquarters. The limitations of my years and experience prevent me from qualifying as a witness who can give any over-all report. Yet possibly what I can say from personal observation will contribute in a small way to an understanding of the larger movements and results.

In 8 years of college teaching I found undergraduate and graduate students no less responsive, I believe — and probably not much more so — than do most professors. With varying degrees of success I tried by several artifices to popularize history among them; I even encouraged them to read for credit a fictionalized parody on the Boston Tea Party written in the provocative style of Ring Lardner. In a few students I fathered or nurtured, or at least did not kill, an interest in the subject that has proved to be lasting. But neither the sincerity of my own professions and example nor the most enticing tricks I could devise sufficed to popularize history, I suppose, among the majority of my students.

It was obvious that among the least successful stratagems was the assignment of readings in documentary sources. The students, as a distance from the actual sources, were compelled to examine them in the form of reprints. (Heaven forbid that hordes of average students should ever be instructed to handle the original documents!) Even if a student read the Declaration of Independence in facsimile, however, he rarely had enough imagination and knowledge to conceive of himself as Thomas Jefferson, seated with quill in hand before a blank sheet of paper to perform an assignment of national justification. Only rarely did the student ever picture himself as a colonist who was reading for the first time words that would certainly affect his life, his liberty, and his personal pursuit of happiness.

Possibly a significant part of the millions who walked through the "Freedom Train" did occasionally pause long enough to relive history, even to make it, vicariously. I think I saw one or two who did so under the stimulus of being in the presence of the "real thing," the original documents in their genuine form, albeit in an unreal setting. Yet I know that few people I have observed are enabled by reprints and facsimiles of historical documents to transmute themselves into actors on the stage of history. And when they simply see the show from box, orchestra, or balcony seats, they find it far from stimulating. The success, the popularity, of the show depends in part and for some people upon the authenticity of the stage properties; but it also hinges in large measure upon the capacity of the audience.

The same limitations and others apply when we consider the effectiveness of most reproductions of manuscript documents in magazines. The setting is unreal. The paper looks new and white, not old and brown. The ink used by the original writer is not matched by the printer's ink. The so-called facsimile illustration is just, more or less, another illustration — a reproduction obtained like reproductions of modern photographs and printed in a form of perhaps 16 or 32 pages without exorbitantly expensive attention to the special requirements involved in obtaining the illusion of fidelity in facsimiles.

On the other hand, it is axiomatic that documents cannot be presented or exhibited effectively to the general public without captions, without explanation. A distinctive, individual, relatively expensive broadside or "separate" for each document affords one of the best mediums for achieving maximum success in printing a facsimile reproduction with fidelity. One can add whatever caption or explanation will enhance the interest and information inherent in the facsimile itself. But magazines can accompany the reproduction with an explanatory article, and in this they have something of an advantage. The artistry of a good piece of writing can attract and maintain interest in a facsimile not reproduced faithfully enough to arrest attention or not obviously important enough in its contents to make the reader pause. And if a skillful article can create a receptive mood for the consideration of a facsimile, so also can the judicious use of appropriate types, white space or margins, and other illustrations pertinent to the text and the facsimile.

No magazine with which I am acquainted that aspires to be both purely historical and generally popular — popular in the sense of being circulated widely — has faced these limitations and advantages with a resoluteness equal to that of *Virginia Cavalcade.* Published quarterly by the Virginia State Library through the past 5½ years, *Virginia Cavalcade* carried on its masthead page through its first nine issues an announcement of its purposes. One of these professed purposes was to reveal the wealth of historical resources preserved in the State Library — a wealth consisting, in part, of a few million manuscripts.

To fill the 48 printed pages in an issue of *Virginia Cavalcade* requires 8 to 11 articles (ranging in length from 300 to 3,000 words) and about 75 to 90 pictures. Ten percent of these pictures are reproduced in full color. Any count depends, of course, on how one defines a document, but in some issues as much as 20 percent of all the space allotted to articles and illustrations has been allotted to documentary matter.

A few examples will serve to illustrate these uses of source materials. The first issue devoted six pages to a facsimile reproduction in black-and-white of the earliest extant copies, manuscript and officially printed, of the Virginia Declaration of Rights of 1776, together with a brief explanatory text.[2] The second issue reproduced in full color, from a manuscript privately owned until that year, a watercolor picturing Yorktown after the surrender of Lord Cornwallis. Visible in this sketch by Benjamin Henry Latrobe were foreground trenches and the ruins of the mansion of a high colonial official. No other pictorial representation of that mansion has survived; the discovery of this sketch was a major "find." With textual introduction and additional illustrations, the artist's own words, written beside his watercolor to the length of six paragraphs, were printed in their entirety.[3] A related article was illustrated with a one-color full-page facsimile of a letter written on the day after the British surrender, to the Virginians who were serving in the Continental Congress.[4]

An article in another issue dealt with the economic depression of the 1780's and with the personal sacrifices of the founding fathers, by showing in black-and-white facsimile, with brief accompanying commentary, manuscript vouchers for payments made to George Washington as a delegate to the Federal Convention in Philadelphia.[5] Election returns and the manuscript minutes of a political caucus provided the bases of two articles about the election in which Thomas Jefferson was first chosen chief executive of the nation.[6] Manuscript tax returns prompted an exposition of the furnishings assembled by Jefferson at Monticello, published with facsimiles itemizing the numbers of silver candlesticks, portraits, statues, and other interesting objects there.[7]

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[2] William M. E. Rachal, "The Virginia Declaration of Rights," in *Virginia Cavalcade*, vol. 1, no. 1 (Summer 1951), p. 14-19. In the following notes, all of which cite articles in *Virginia Cavalcade*, the name of the periodical has been omitted.

[3] Randolph W. Church and W. Edwin Hemphill, " 'View at Little York in Virginia,' " vol. 1, no. 2 (Autumn 1951), p. 44-47.

[4] William H. Gaines, Jr., "Thomas Nelson, Jr., Governor-at Arms," vol. 1, no. 2 (Autumn 1951), p. 40-43.

[5] W. Edwin Hemphill, "Virginia to George Washington, Debtor: His Income as a Delegate to the Federal Convention," vol. 1, no. 3 (Winter 1951), p. 42-43.

[6] Hemphill, "Virginia Inaugurates Nominations by Caucus," vol. 2, no. 1 (Summer 1952), p. 28-29; Hemphill, " 'In a Constant Struggle': How and Why Virginians Voted for Thomas Jefferson in 1800," vol. 2, no. 4 (Spring 1953), p. 8-15.

[7] Hemphill, "Thomas Jefferson and His Personal Property Taxes: an Inventory of the Furnishings of 'Monticello,' " vol. 1, no. 4 (Spring 1952), p. 18-19.

Virginia's Ordinance of Secession,[8] land patents,[9] writings concerning literary figures,[10] a church's records,[11] municipal invoices and Confederate bonds,[12] a deed to the Natural Bridge,[13] a penned commentary on the benefits of a plank road,[14] and the entry in a Governor's diary describing a meteoric shower in 1833 [15] are among other historical source materials shown in facsimile. Such documents have sometimes been presented with imaginative adaptations; modern purposes and meanings not necessarily similar to those of the originals have been evoked. The Summer issue of 1956 used, in one color and in multiple colors, reproductions of architectural sketches proposed in 1797 for Virginia's first State penitentiary; these served to illustrate, in part, a summary of the changing treatment of criminals through the years.[16]

Some of this may sound like meaty stuff. Even if it isn't, it ought to be, considering the quality of the people who have developed *Virginia Cavalcade* and have decided what to publish and how to present it. For the staff (excluding, of course, a few clerical and photographic assistants) has consisted from the first of trained historians, bred in the usual academic atmosphere, without previous experience in the somewhat different worlds of journalism and of periodical publication. And through *Virginia Cavalcade*'s first 5 years, as a means of striving toward high standards of historical authenticity, all articles published in the magazine were written by scholars associated with the Virginia State Library. Incidentally, that is a policy we have now begun to relax; but manuscripts from "outsiders" have been verified and edited to an unusual degree before we have accepted them for publication. We shall welcome your contributions, but only if they can be illustrated and on our own terms as to whether or not we may wish to tailor your words to our standards and our audience.

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[8] Robert L. Scribner, "Submission, Coercion, or Secession?", vol. 3, no. 2 (Autumn 1953), p. 43-47.

[9] William H. Gaines, Jr., "Settlers Wanted — Fifty Acres Reward," vol. 5, no. 4 (Spring 1956), p. 45-47.

[10] Randolph W. Church, "*Al Aaraaf* and the Unknown Critic: Edgar Allan Poe Receives a Discerning Review," vol. 5, no. 1 (Summer 1955), p. 4-7; Robert L. Scribner, "Father John B. Tabb," vol. 6, no. 1 (Summer 1956), p. 4-10.

[11] Elizabeth Dabney Coleman, "Liberty Is Its Name: a Baptist Church in New Kent County," vol. 5, no. 2 (Autumn 1955), p. 43-47.

[12] Robert L. Scribner, "Inflation in the 'Good Old Days,'" vol. 4, no. 1 (Summer 1954), p. 14-19.

[13] Robert L. Scribner, "Mr. [Thomas] Jefferson's Rock Bridge," vol. 4, no. 4 (Spring 1955), p. 42-47.

[14] Elizabeth Dabney Coleman, "Timbered Turnpike — Petersburg to Boydton," vol. 4, no. 2 (Autumn 1954), p. 4-7.

[15] Elizabeth Dabney Coleman, "When the 'Stars' Fell," vol. 5, no. 3 (Winter 1955), p. 34-37.

[16] William H. Gaines, Jr., "The 'Penitentiary House,'" vol. 6, no. 1 (Summer 1956), p. 11-17.

If, then, I dare to vouch for the history in *Virginia Cavalcade* and to claim that the magazine uses a high proportion of documentary materials, it remains for me only to evaluate the effect of these elements on its popularity. Admittedly, facsimiles of manuscripts make "dead" pictures. Doubtless the circulation figures would be more impressive if "cheesecake" appeared on the front covers and was interspersed among articles about the Old Dominion's past. The figures would also be more impressive if the restrictions of red tape and a State budget permitted us to engage in advertising and promotional campaigns of kinds tested and proved in the hard-bitten, result-conscious world of free enterprise. Yet, although they are not yet nearly large enough to eliminate our need for red ink, sales have risen rather constantly to more than 7,000 copies per issue. This number can be compared with the 2,300-copy sale of the 60-year-old quarterly published with few or no illustrations by the Virginia Historical Society and with the smaller circulation of the somewhat similar *William and Mary Quarterly*. And it can be claimed that *Virginia Cavalcade* is bought by one of approximately every 700 men, women, and children in the Old Dominion. In addition, one copy goes to an out-of-State subscriber for every two copies delivered to Virginians. These figures signify a modest success.

The editor's mail through more than 5 years gives scant evidence that this modest success can be attributed to subscribers' appreciation for the documentary illustrations and articles in *Virginia Cavalcade*. On the contrary, there is more evidence that people buy the magazine despite the fact that it includes such contents. Nevertheless, although we have been changing other policies from time to time in the light of experience, we are not even considering adoption of any ban on documentary sources. Considering that photography is an art little more than a century old, that relevant portraits and other paintings get scarcer as one moves back beyond that time, and that our scope is three and a half centuries of Virginia history, we shall probably always be comparatively dependent on facsimile illustrations.

We intend, therefore, to continue to experiment with efforts to present appealingly reproductions of original sources. One of our formulas will be to do so when they can be presented meaningfully, not merely in the atmosphere of antiquarian curiosity. If they really do make sense, perhaps they will prove to be an effective means of popularizing history.

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The Illinois Record Management Survey

By THORNTON W. MITCHELL[1]

National Records Management Council

A YEAR ago the State of Illinois moved to the forefront in governmental administration by authorizing and planning the installation of a complete, modern record management program. Already a leader in the field of archival management, Illinois took steps designed to put the State in a comparable position in regard to the management of all its records. Many States, it is true, have record management programs, but the program in Illinois is so broadly conceived that it may well serve as a model for other surveys and other programs that follow it. The Illinois survey, of which this is the first public report, is concerned with the entire life-cycle of records and covers all paperwork areas. It is concerned with the "hard core" of documentation that will serve current administrative needs and will be the archival evidence of our present and future.

The Illinois survey is unique in many respects. It is one of the largest and most extensive record management surveys ever made. It represents one of the few instances in which detailed specifications outlining the scope and objectives of such a survey have been successfully written. As far as coverage is concerned, the survey will be the most comprehensive study made of any government on a government-wide basis. Of greater significance, however, are the facts that emphasis in the survey has been placed on record making and that the survey is concerned with the adequate documentation of all functions and activities of the State.

The legislative history of the act authorizing the Illinois survey may be briefly summarized. It was sponsored by members of both political parties and received bipartisan support in both houses of the General Assembly. The bill was passed with substantial majorities and was approved by Gov. William G. Stratton on July 6, 1955.

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[1] Paper read as a "progress report" at the annual meeting of the Society of American Archivists in Washington, D. C., October 11, 1956. The writer was director of the Illinois survey undertaken by the National Records Management Council and its consultant service, Naremco.

The proposal for the survey received support from elected and appointed officers of the State and from many civic organizations. This support was variously motivated. Some gave support because of problems that had developed in allocating space in a new State office building that was under construction in Springfield. This building was erected to make possible the removal of many State departments and offices from rented space. As plans for the transfer of these offices progressed, however, it became evident that a considerable amount of space in the building would be used to store records seldom consulted and that some additional space might have to be rented for the same purpose. Some officials gave support because they were concerned about the inadequacy of the documentation of functions assigned to them by law or regulation. And there was great interest in reducing the cost and increasing the effectiveness of government. Although the State Archivist had advocated such a survey for many years, the final impetus that led to its authorization came from other State officials and from other groups. This fact has been of primary importance in the success of the survey.

After approval of the legislation authorizing the survey, bids were requested from certain companies in August 1955. These bids were all rejected because they were too varied in content to provide a basis for the selection of the company to make the survey. On September 21, 1955, Secretary of State Charles F. Carpentier invited all qualified companies to bid on the survey on the basis of "Suggestions for Bidders" that had been prepared principally by the State Records Commission.[2] On the basis of the bids received from this second invitation the contract to conduct the survey was awarded to the National Records Management Council, and the survey began on November 7, 1955.

In general, the "Suggestions for Bidders" limited the survey to the executive branch of the State Government. Certain specific areas were outlined. The survey of existing records was limited to the preparation, discontinuation, or modification of record retention schedules. The contractor was to make recommendations to the heads of State agencies concerning the disposition of noncurrent records for which no disposal authorization existed. Another specific area to be covered by the survey was the recordmaking field. In order to improve the quality and reduce the quantity of paperwork, the record needs of each agency were to be analyzed. Control programs were to be established wherever necessary and office procedures relating to recordmaking were to be reviewed. At the same time, the contractor was to reduce the amount of paperwork required by the State on the part of individuals, small businesses, and other commercial and industrial firms. This is an important objective of the survey. The contractor was also required to review the microfilming program in the State as well as the use of mechanical devices in the creation and maintenance of State records.

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[2] Margaret C. Norton, "The Illinois Records Management Survey," in *American Archivist*, 19:53-57 (Jan. 1956), contains the "Suggestions for Bidders."

The specifications contained in the "Suggestions for Bidders" have proved to be flexible enough for adjustment to changed conditions as the survey has progressed. An Advisory Committee, established to advise and assist the contractor in making the survey, requested the National Records Management Council to make a special effort to reduce the amount of storage space, both rented and State-owned, occupied by inactive and obsolete records. It also authorized the Council to participate actively in designing and installing a State Records Center, whereas the "Suggestions for Bidders" originally contemplated only recommendations concerning its establishment.

In some respects the "Suggestions for Bidders" implied that officials of the State of Illinois generally were more familiar with the techniques and purposes of record management than they actually were. As previously noted, the "Suggestions" were prepared principally by the State Records Commission, under the direction of the State Archivist. The Commission was acquainted with the field and with the principles of record management that we, as record managers, acknowledge and accept; but few persons in the departments and agencies with whom the contractor would work were aware of what record management involved and the scope and purposes of the survey as it related to them. As the survey continued, however, the results of the educational and training program conducted by the Council as a part of its contract began to show results, and the departments and agencies became more aware of what they could expect.

Emphasis in the Illinois survey has been on "installation" as distinguished from mere "recommendations." With the concurrence of officials concerned, the program is actually being put into effect. For example, schedules are obtained, forms and form letters prepared for use, and procedures and systems revised. All work is done with the concurrence of the department or agency head, and, on the approval of the proposed changes, the Council staff supervises the installation of the new and revised systems.

As a matter of convenience, the survey in Illinois has been conducted in two phases, one dealing with recordkeeping and the other with recordmaking. Emphasis in the area of recordkeeping or record disposition has been on records that exist now and that will continue to accumulate in the future. The Advisory Committee also asked that an effort be made to clear storage areas of obsolete types of records. Virtually every department and agency in the State had such records stored somewhere — in vaults in the Archives Building, in basement vaults in the State House and the Centennial Building, in storerooms, in rented warehouses, and even in valuable office space. Records, both active and inactive, continuing and obsolete, have been identified and basic information about them has been obtained. In the case of current records that document functions assigned by law or regulation, this information has included, for planning purposes, the rate of accumulation.

The review in the recordkeeping area, though limited chiefly to larger series, consists of identifying and evaluating the records in order to establish retention control over them. Data have been obtained on the amount of filing equipment occupied and the amount that may be released by a planned and orderly program of disposition. For obsolete records, detailed inventories have been made, and wherever practicable the inventoried records have been related to continuing record series.

When stored records have not been involved or when the records in storage have consisted of a few large, readily identified series, a modification of the inventory technique has been used. In these cases, existing records have been analyzed in terms of function, and the records have been scheduled in accordance with the need of each agency to maintain documentation of its functions. This approach has involved a determination of the principal functions of each agency and of the records made or required to document them properly. It should be emphasized that this approach has not been used on obsolete stored records because necessary information about them has not been readily available.

After the data about existing records have been gathered, each record series has been carefully appraised with respect to historical value, legal requirements, and the requirements of other government agencies — both State and Federal. Each series has also been reviewed carefully with department and agency officials to determine administrative and operational needs. Disposal schedules have then been drafted and, upon approval by the department or agency head, they have been submitted to the State Records Commission for final approval.

The work in the area of recordkeeping or disposition has been facilitated in Illinois by the existence of a procedure for obtaining authority to destroy records. First established in 1943, the State Records Commission originally had the authority only to make recommendations to the General Assembly. In 1951 the Commission was empowered to take final action on applications to destroy records; and in 1953 it was empowered to approve schedules that would grant a continuing or recurring disposal authority. The membership of the Commission since 1951 has consisted of the State Archivist as chairman, the State Historian as secretary, and representatives of the Attorney General, the State Librarian, and the Director of Finance. Before the survey began, some departments and agencies had obtained authority from the Commission to dispose of records. In several of the largest, for example, virtually all obsolete and disposable records had already been eliminated with its approval. In some respects, therefore, important progress already had been made in getting records under disposal control.

Before the Commission had the power to grant recurring authority to destroy records, many State departments and agencies had obtained from the General Assembly legislation that in effect established schedules. Although this special legislation permitted the planned and orderly destruction of records, the survey found that much of it was unduly restrictive. In one instance, for example, careful analysis and appraisal indicated that a specific record series needed to be retained for a period of only 18 months, although State law requires that it be kept for 5 years. In another instance, an agency is required by law to microfilm all of the papers in a case file whether or not they are duplicates or are necessary to document the function and activity concerned. The National Records Management Council, with the cooperation of State officials, is working to have such legislation modified or, preferably, repealed.

The State Records Commission was handicapped by the fact that it could play only a passive role in establishing and implementing record disposal and retirement programs. It had no authority, nor was there such authority anywhere in the State, to assist departments and agencies in developing programs or in obtaining necessary disposal authorization. Some departments and agencies, though well aware that they had done nothing to bring their records under disposal control, were blocked by sheer inertia from taking definitive action. The Council, however, has found the departments and agencies receptive to the scheduling of their records and willing to obtain and, more important, to use the authorizations granted by the State Records Commission.

As an example of the adaptability of the "Suggestions for Bidders," the National Records Management Council participated actively with representatives of Secretary of State Charles F. Carpentier in designing and installing a State Records Center. The center, which began to operate on July 31, 1956, less than 9 months after the survey started, was a byproduct of the more important record scheduling project. In the course of discussions with representatives of the departments and agencies whose records were being scheduled, it was learned that a considerable volume of records needed to be retained for legal or administrative purposes for long periods of time, but not necessarily in valuable office space. The National Records Management Council accordingly recommended, early in January 1956, that the State establish a State Records Center to provide such facilities.

There were no special statutory provisions for such a center. It was therefore established as a part of the Archives Division of the Illinois State Library, which is a part of the Office of the Secretary of State. Space was made available in a warehouse adjacent to the State Capitol in Springfield, and personnel and equipment were obtained from the State Library.

As an important part of the record scheduling project, records with archival and historical importance have been identified and arrangements have been made for their preservation in the State Archives. Transfers to the Archives of the permanent records have been scheduled on a planned and orderly basis. These are the records that the representatives of State agencies and the Council staff believe will be needed in the future to document the functions and the activities of the State. In addition, several large and important collections, whose archival and historical value was obvious, have been found and arrangements for their immediate transfer to the State Archives have been made. These include a complete collection of railroad and other utility annual reports from 1873, annual reports of county superintendents of schools from 1861, and records of dormant corporations from 1849.

The collection of manuscript materials known as the Logan papers was also found and identified, and the Council participated in their removal to responsible custody. This collection, presented to the State of Illinois by the family of Maj. Gen. John A. Logan, consists principally of the general's personal papers, to which have been added other documentary materials and photographs relating to the Civil War. The collection had been stored for over 30 years in a basement vault, and only a few people were aware of its existence. Because of its nature the collection was transferred to the State Historical Library; there it has been cataloged, arranged, and made available for scholarly use.

Not only has the identification of archival and historical records been an important aspect of the survey, but the studies that are being made of record creation are also concerned with the full and permanent documentation of the functions and activities of the State government. The emphasis has been on analysis of the records needed for documentation through a management-methods approach. This involves a study of the organization, functions, and operations to determine what paperwork is being created and used and what paperwork needs to be created and used. The survey has concentrated on operations rather than on pieces of paper. Paperwork systems have been redesigned and control programs have been utilized to strengthen or to simplify the system.

Although the State of Illinois had extensive paperwork problems, there were no large concentrations of paperwork to which control techniques by themselves could be applied economically. In only one instance was there a problem sufficiently large to permit the economical application of a conventional control program. In this case, with 20 well designed form letters, it was possible to handle 85 percent of some 70,000 letters a year that had previously been individually prepared.

Although control techniques are being used on a selective basis, early in the survey the National Records Management Council concluded that refined techniques could be applied more advantageously and would also provide a more realistic approach to the problem of controlling the creation of records. In one of the first departments surveyed, for example, the Council discovered that 100,000 letters a year were being handled and that there was a substantial backlog of unanswered letters. We decided, therefore, to review correspondence practices and to develop and install form letters and other streamlining techniques. The department was requested to make extra copies of all letters, as the raw data for the correspondence analysis. After two days, however, this sampling procedure was discontinued because the letters showed that the problem lay not in correspondence practices but in a situation that gave rise to the correspondence — excessive delay in returning an important document to the citizens who had applied for it. The solution was not to speed replies to the letters but to shorten procedures so that there would be no need for 100,000 citizens to inquire about the delay. The Council staff analyzed the processing operation and discovered that unwieldy paperwork procedures were used to receive and account for fees, to verify applications, and to post the departmental action to a permanent record card. The Council suggested the use of modern machinery and, in cooperation with department personnel, developed and installed simplified procedures that put the operation on a current basis. The unnecessary correspondence was not controlled; it was stopped completely.

As a result of this and other experience the Council, in its Illinois record management survey, has adapted the management-methods approach to the creation of records. We are taking an overall view of organization, functions, and detailed operations before deciding what is the best procedure for the agency to use in carrying out its duties. This overall examination may result in new, streamlined procedures stripped of unnecessary paperwork; or it may result in the application of conventional control techniques to paperwork in a particular phase of the agency's work. The net results are fewer records to do the job better.

The first step in this management-methods approach is to identify the areas or procedures that involve a heavy volume of paperwork. After their identification, which has been made in various ways, the functions relating to the paperwork operation are studied. The operation itself is then reviewed, step by step, following the movement of the paperwork concerned. Each step is analyzed from the point of view of function, necessity, and the amount of paperwork either handled or created. The analysis is then reviewed to determine whether steps can be reduced or whether the records created during the operation can be simplified or eliminated entirely.

When a need for them is discovered, forms, reports, and correspondence control techniques are used as tools to control the operations that result in the creation of paperwork. In one department, for example, a procedure relating to the issuance of a special type of license involved what seemed to be an excessive amount of personnel time and paperwork. Analysis of the operation revealed that the basic document involved was an application, from which were prepared two lists — each arranged differently — and a renewal application. Since the renewal applications were mailed almost a year after the basic application was received, about 30 percent of them were never delivered; this meant more correspondence and delays. After the problem was isolated, a single four-part carbon interleaved form was developed to replace the 26 separate forms that had been used. The original and the first copy are returned to the applicant, the former as the license and the copy as the renewal application. The second and third copies are filed, to replace the two typed lists formerly prepared. And the filing of individual documents in alphabetical order instead of lists in geographical order has so simplified the reference problem that one file clerk has been released for other purposes.

A great deal of work in Illinois has been done in determining what should go into the various files. The common practice of filing everything, regardless of its significance, was encountered early in the survey. In some cases followup copies of a letter were filed together with the file copy and the reply; in other cases notes and work papers were filed with the final written product. The belief that any document might some day be needed and that all documents must therefore be preserved was particularly reflected in case files, especially those involving legal rights. In many instances, nevertheless, the Council was able to standardize the contents of case files both to ensure more complete documentation and to eliminate unnecessary papers. For the first time the agencies now have checklists enumerating the papers required in the case files and papers that should be kept out of them. In general files, the Council was able to eliminate the filing of routine inquires and requests for information, transmittal letters, extra copies, hotel reservations, and similar material. Much of the material in the State agencies' files is arranged alphabetically by name of person, numerically, or in case files. But, where necessary, filing systems have been reorganized and simplified. In working over the filing systems we have borne especially in mind the importance of keeping unnecessary papers out of the files and of arranging files so as to permit the easy segregation of material for disposal.

Several of our paperwork surveys have cut across agency lines. In the first of these, relating to personnel records, a standardized case file for all employees, with a standardized service record card, was recommended. This recommendation has not been adopted by the government as a whole, but several departments have put it into effect. Common requisitioning, invoicing, and vouchering operations also have been reviewed and suggestions have been made for their improvement throughout the departments and agencies subject to the governor.

The Council has found that the microfilming of records is a widespread practice of the State government. It is often employed for the purpose of saving space because a serious space shortage exists throughout the government. In other instances, it has been used because the agency concerned has not been aware that it could dispose of records without microfilming them or because the agency wanted security copies of records of primary importance to the State. A great deal of the filming is handled commercially, and much of the equipment now on hand is not being utilized efficiently and economically. Several microfilming projects have been discontinued as the result of a more realistic evaluation of the records being filmed, and some others have been stopped because the agency concerned has found it advantageous to store the original records in the State Records Center rather than put them on film. In one case, however, the Council has suggested the use of microphotography to reduce the volume of an inactive file not suitable for storage in the center. In another case microfilming has been suggested as a technique to speed a procedure that had bogged down in a recording and posting operation. Because of the uneconomical use of existing State-owned equipment, the Council will suggest to the State the establishment of a centralized microfilming service, the facilities of which will be available to all departments and agencies on a reimbursable basis. Electrical computing and tabulating machines are being used extensively and in most cases efficiently. In general, the Council has evaluated the use of machines on the basis of individual circumstances and the need arising in a particular situation.

The legislation that authorized the survey requires the contractor to report recommended changes in existing laws to the General Assembly. An important phase of the survey, therefore, is concerned with the laws that relate specifically or by implication to the making and keeping of records. As previously noted, some departments and agencies have retention schedules written into State law. In many cases, these schedules are unduly restrictive and actually prevent the installation of a carefully considered record keeping program. But legislative schedules can be changed only by action of the General Assembly; and, since other means are available to obtain legal authorization to destroy records, the Council is working for the repeal of legislative schedules except where they may be necessary to authorize the State Records Commission to take action concerning the records of a specific department or agency.

Most of the laws relating to recordmaking are old and continue in effect systems that were popular before the turn of the century. Two departments, for example, are required to keep certain records "in a book." In other cases, the department or agency head is required "to keep" specified records. This may be interpreted to mean that he shall create, make, or establish the records concerned; actually the State Records Commission has interpreted the phrase to mean that he shall retain the records in his personal custody in perpetuity. This provision of law prevents not only the disposal of valueless records but also the transfer of valuable materials to the State Archives. In still another instance, a law provides that a document "shall be filed in the office" of a specific division; this has been interpreted to prevent either disposal, transfer to the Records Center, transfer to the State Archives, or even transfer out of the physical location of the divisional office. In all instances, the departments or agencies concerned have agreed to the changing of this restrictive legislation; and amendatory legislation will be proposed to the General Assembly. Several other suggestions for legislation will be made as a result of the survey. Amendatory legislation will be proposed to change the valid terms of licenses in certain crafts and professions from 1 year to 2 years.

The National Records Management Council will also recommend legislation to authorize and establish a broadly conceived record management program in the State of Illlinois. At present no such legislation exists, and it seems desirable that the scope and objectives of the program should be established by the General Assembly. The legal basis of the archival and record disposal programs in Illinois is found in various laws, which might well be consolidated into a single law as the legal basis for all record activities. The feasibility of transforming the Archives Division of the Illinois State Library into a Division of Archives and Record Management in the Office of the Secretary of State is being explored. Certainly the machinery for granting authority to destroy records should be continued, and this machinery should operate speedily and efficiently. Some provisions of various model public record acts, including the model legislation developed by the National Records Management Council as a result of an extensive research program, will be incorporated in the proposed archival and record management legislation, although its exact provisions cannot now be anticipated. Because of the interest of State officials and of outside groups concerned with the efficiency of government, it seems probable that most of the legislation contemplated by the National Records Management Council will be enacted.

An important responsibility of the contractor in making the survey has been the training of agency representatives in the principles of record management. As previously noted, only a few State officials were fully cognizant of the scope and objectives of the survey. The training that was undertaken, therefore, was as much concerned with the general aims of record management as with its techniques. Literature relating to record management was made available to agency representatives, and the council cooperated with the Illinois State Library in preparing a selected reading list on the subject. Each State department and each of the major boards and commissions designated a liaison representative, who has participated in a series of training seminars conducted by the Council. These seminars have not only served to train their members but have also enabled agency representatives to participate more actively in the survey as it relates to them.

In the expectation that the record management program established by the survey will be a continuing program, the Secretary of State has designated a liaison representative to work full time with the Council in making the survey. This representative has had an opportunity to participate in the work of the survey and its accompanying negotiations and agreements, and he has learned the point of view of the Council and the way in which the various problems have been handled.

Our present schedule calls for all actual survey and installation work to be completed by January 1, 1957. Thereafter, two special reports will be prepared for submission to the State of Illinois. One of these will be the report to the General Assembly on proposed legislative changes; the other will be a final report summarizing the survey and the results of the installation. The following results will have been accomplished:

1. Records of all State executive agencies will be under disposal control through retention schedules approved by the State Records Commission.
2. Most accumulations of inactive records, especially those in storage, will be eliminated through destruction, scheduling for eventual destruction after storage in the Records Center, or transfer to the State Archives.
3. Records necessary for permanent documentation of the functions and activities of the State will be identified, and arrangements will be made for their preservation.
4. Permanent records will adequately reflect the functions and activities to which they relate.
5. Paperwork procedures as they affect or are affected by recordmaking will be streamlined and simplified.
6. Substantial economies — in expenditures, in time, and in speeding service to the citizens of the State — will result.

Archives Administration in the Soviet Union

By FRITZ T. EPSTEIN [1]

Library of Congress

I HAVE never had a chance to visit Russia and work in Soviet archives. In fact, I have never been farther east and nearer to Russia than the Alexanderplatz in Berlin. Therefore I do not pretend to give infallible judgments on the merits or faults of the administration of archives in the Soviet Union. In preparing this paper I had to rely on printed materials, which I found more abundant than I had expected in the Library of Congress. My approach is not that of an archivist or a record management specialist but that of a historian with special interest in the history of Eastern Europe, in its organization of historical research, and in its documentary sources.

A few months ago, the American Philosophical Society published a selection from the correspondence of John Franklin Jameson, who, in the Department of Historical Research of the Carnegie Institution, as editor of the American Historical Review, and as one of the godfathers of the National Archives, served American scholarship with great devotion and distinction. In this correspondence there are two letters, of July 19, 1916, and July 16, 1917, addressed to one of the most distinguished historians of Tsarist Russia, Alexander Lappo-Danilevskii.[2] Jameson had met his Russian colleague in London in 1913 at the Fourth International Congress of Historians, which had accepted an invitation to convene the next congress in the summer of 1918 in St. Petersburg. Fate, as we know, willed differently; and at the time when the congress was to be held in the Russian capital, Russia was in the throes of defeat and revolution.

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[1] Paper read at the annual meeting of the Society of American Archivists in Washington, D. C., October 11, 1956. The author received his doctoral degree from the University of Berlin in 1924. Since 1946 he has been successively an American member of the Berlin team of the Inter-Allied German War Documents Project, curator of the German and Slavic collections of the Hoover Library at Stanford University, and Director of Research of the Inter-Departmental War Documentation Project. He is now Central European Specialist at the Library of Congress. In 1930 he published in *Archivalische Zeitschrift*, vol. 39, a bibliographical article on Soviet archives.

[2] John Franklin Jameson, *An Historian's World; Selections From the Correspondence . . .*, edited by Elizabeth Donnan and Leo F. Stock (American Philosophical Society, *Memoirs*, vol. 42; Philadelphia, 1956), p. 198, 211.

From Jameson's second letter it appears that Lappo-Danilevskii had asked for advice on the reform of the Russian archives. This, like many other issues in the cultural life of his country, had become a matter of public discussion under the Provisional Government of Russia. Here is Jameson's answer, dated July 16, 1917:

> The National Government of the United States has done practically nothing in the way of concentrating its archives. We stand in the lowest stage of evolution in that respect, — government papers, in almost all cases, still remaining in the departments and even in the bureaus, in which they originated. Therefore, the American literature of the subject is a literature of agitation for an improvement rather than anything from which the archivists of another country could learn of achievements that would interest them. . . . The matter is in progress, and success is sure to arrive ultimately; and I suppose, the longer it is delayed, the more we shall be able to avail ourselves of European experience. Therefore, it will be a pleasure to learn, by and by, what steps toward concentration have been taken in Russia.

Such was the situation nearly 40 years ago, when from American darkness in the field of archival centralization no ray of light could penetrate the even greater Russian darkness. Today a stage has been reached where the United States and the Soviet organization of archives stand side by side as prototypes of the most modern achievements — as, so to speak, the last word in Western and Eastern archives organization. It will accord with the spirit of Dr. Jameson's letter to report to you on the steps taken in Russia toward a reorganization and concentration of archives. I shall deal very summarily with the history of the Russian archives in the prerevolutionary period, and then I shall discuss in more detail the effect of Marxist ideology in placing an emphasis on the political role of archives that is completely alien to our conception.

The introduction to Frank Alfred Golder's *Guide to Materials for American History in Russian Archives*, published in two parts by the Carnegie Institution in 1913 and 1937, still remains an exemplary marshaling of the essential facts of archival history and legislation in imperial Russia. It is important to realize that the reform work of Peter the Great extended to the archives and that it was he who in 1724 set up the first Russian historical archives in a modern sense by concentrating in the Kremlin the documents of the Muscovite foreign ministry, the Office of Ambassadors (*Posol'skii prikaz*). Under Catherine the Great, in the 1780's, archives were set up in St. Petersburg and Moscow for the extant documentation of the Muscovite central administration before Peter's reforms and for administrative files created since. During the 19th century, besides the St. Petersburg ministerial archives for different branches of the administration, several territorial archives, for instance those in Kiev and Kharkov for the Ukraine, were established. Two directors of the Archives of the Ministry of Justice in St. Petersburg, N. V. Kalachov and D. Ia. Samokvasov, gave much thought to their calling and favored radical reforms, suggesting a central administration for all Russian archives, one central archives for all branches of the central administration, and better training for archivists. None of these proposals materialized, however, except that certain courses in the auxiliary sciences of history were introduced at the archeological institutes of St. Petersburg and Moscow, and archival commissions were established in the provinces. The commissions remained to the end of the Tsarist era as rather powerless organs with limited advisory functions.

The Bolshevik revolution swept away all that hitherto had existed in the field of archives administration. The Soviet reform went further in centralization than had ever before been envisioned and added something new — a totalitarian unification. In the July 1940 issue of the *American Archivist* Dr. Posner, in his stimulating discussion of some aspects of archival development since the French Revolution, wrote the following:

> The years since the end of the First World War have seen some entirely new developments. The Russian archives legislation has created the concept of the unity of governmental archives, according to which all records that are kept in government offices or have been transferred to archives depositories constitute one undivided and unique *fonds.* The decree of January 30, 1922, empowered the Russian archives administration to examine the files of all government offices of its own accord and, if necessary, to apply to the Central Executive Committee for remedy of conditions. The American National Archives Act has made similar, although less radical, provisions.[3]

These remarks clearly show that the Bolshevik revolution had become a dividing line not only in the history of Russian archives but in the theory and practice of archival organization of both Western and Eastern Europe. Incidentally, most of Dr. Posner's paper was translated into Russian and was published in 1941 in *Arkhivnoe Delo* (Archival Matters), the Soviet professional journal.

The reform of the Russian Archives after the October Revolution might be regarded as a late step in the series of great reforms which began in 1861 with the liberation of the peasants and which were strongly influenced by Western — Prussian, French, and English — ideas and experiences. It brought about in Russia a delayed victory for the ideas of the French Revolution in the archival field. The French laws of 1794 and 1796 had a direct influence on the drafting of early Soviet archives legislation in 1918 and 1919.

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[3] *American Archivist,* 3:171 (July 1940).

The undivided, unique, unified State Archives *fonds* — comprising both existing historical archives up to January 1, 1917, and current records from which the postrevolutionary historical archives are being built up — is the important Soviet innovation in the field of archival science and practice. As far as documentary materials are concerned, Soviet archives, libraries, and museums form a unit, since the Main Administration of Archives exercises authority also over the manuscript collections of libraries and museums.[4] Likewise, the authority vested in the Main Administration in its dealings with government agencies and other public institutions regarding the filing systems of their current materials and the destruction of files or their disposition in archives is without precedent in the history of European archives.

There are two outstanding facts in the history of the organization of the Main Administration of the Soviet archives — a long period, between 1922 and 1938, of being directly under the highest political organs of the Soviet power, the central executive committees; and periods of subordination to ministries, before 1922 and again since 1938. Originally the Main Administration of Archives operated under the authority of the People's Commissariat of Education of the Great Russian Republic (RSFSR). Similarly the present Administration of Archives for the Soviet Union is part of the Ministry of the Interior. The years during which the Main Administration of Archives was directly under the highest political organs of the state were its formative years. It enjoyed an independence and authority in its dealings with other government agencies comparable with the authority originally vested in our National Archives. Its transformation into an organ of the Ministry of the Interior may be compared — *mutatis mutandis* — with the effects of the Federal Records Act of 1950, which brought our National Archives and Records Service into the framework of the General Services Administration. And it may be mentioned here that Dr. Posner in analyzing the final organization of the National Archives into branches charged with the administration of records from functionally related *provenances* has pointed to the example of the former German Reichsarchiv and to the parallel provided by the organization of the Soviet archives.[5]

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[4] Decree of Mar. 29, 1941; see also editorial, "A Document of Enormous Political Importance [in Russian]," in *Arkhivnoe Delo*, 1941, no. 1; and *Istoricheskii Arkhiv*, 1956, no. 3, p. 176.

Today ten central State Archives have become the backbone of the Soviet archival setup. They are:

The Archives of the October Revolution and the building-up of Socialism.
The Historical Archives at Moscow and Leningrad, of materials before 1917.
The Archives of very old documents in Moscow.
The Archives of literature and art.
The Archives of motion pictures, photographs, and sound recordings.
The Red Army Archives.
The Military History Archives at Moscow and Leningrad.
The Naval History Archives at Leningrad.

For many of these central depositories inventories and guides have been published since the 1930's.

Two types of archives were accorded a privileged status outside the Main Administration's authority — the foreign policy archives and the Communist Party archives.

When the new rulers of Russia proclaimed and postulated the end of secret diplomacy, this seemed also to imply the end of secret archives. But the Soviet Government traveled only a short distance on the road to open diplomacy. The new device was dropped when it seriously impeded the conduct of foreign affairs. Soviet diplomacy has become a tower of secrecy for reasons highlighted by the occasional revelation of documentary proof, from the archives of Soviet diplomatic missions, that its activities have not always been wholly diplomatic. A number of "revelations" in recent years, however, of spurious Soviet documents can be cited as proof for the contention that the greater the secrecy under which revolutionary conspirators and others operate, the greater the temptation for their enemies to forge documents; and, if the falsification is skillfully done, the greater the difficulty of disproving the document. It was almost 40 years before the last doubts as to the fraudulence of the so-called Sisson documents were removed and their real origin was established.[6]

The Soviet Government guards its diplomatic correspondence with a true mania for secrecy. It went so far as to remove the diplomatic archives of the last 150 years from the authority of the Main Administration of Archives and to attach them to the Foreign Ministry as a special department. Only the archives of the Communist Party itself, of its youth branch, the Komsomol, and of the Institute for Marxism-Leninism (formerly the Marx-Engels-Lenin-Stalin Institute) have the same privileged status.

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[5] Ernst Posner, "The National Archives and the Archival Theorist," in *American Archivist*, 18:212 (July 1955).

[6] George F. Kennan, "The Sisson Documents," in *Journal of Modern History*, 28:130-154 (June 1956).

The prerevolutionary ministerial archives have been succeeded by large-scale new record centers of current files, especially since the original period of 5 years, fixed in 1919 for the disposition of administrative files either by destruction or by transfer to the post-revolutionary historical archives, was extended, in 1929, to 10 years.[7] It seems to be an established principle — the extent to which it is put into practice I am unable to assess — that organs of the Archives Administration should decide which agency files, on account of their intrinsic political, practical, or scholarly value, should be preserved.

It is noteworthy that soon after the enforced annexation and bolshevization of the Baltic states in the summer of 1940 special regulations were issued by the state governments remodeling the administration of the archives in their countries in accordance with Soviet legislation.[8] The papers of my colleagues will show that the Soviet type of archives organization is no longer limited to the Soviet Union proper, but has exercised and is exercising distinct and increasing influence on states in the Soviet orbit; this is true also of East Germany and Communist China.[9]

So much for the history and administration of the archives.[10]

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[7] See V. Kučabśkyj, "Das Gesetz über die Archiv-Verwaltung der RSFSR vom 28 Januar 1929," in *Zeitschrift für osteuropäische Geschichte*, n. f., 5:84-109, 248-262 (1931).

[8] Latvian ordinance, Aug. 22, 1940, in *Arkhivnoe Delo*, 1940, no. 4; decree of the Estonian Council of People's Commissars, Sept. 4, 1940, in *Istoricheskii Arkhiv*, 1956, no. 3, p. 248.

[9] In commenting on the ordinance on public archives issued by the East German Government in July 1950, Dr. Posner points out that the Archives Administration in the Soviet Zone is completely centralized in accordance with the example of the Soviet Union. *American Archivist*, 14:381-384 (Oct. 1951). For China, see M. S. Seleznev, "Der Aufbau des Archivwesens in der chinesischen Volksrepublik," in supplement to *Archivmitteilungen*, 1956, no. 2 (translated from *Istoricheskii Arkhiv*, 1956, no. 6).

[10] For further studies, Adolf Brenneke, *Archivkunde* (Leipzig, 1953), chapter 14, "Russland," p. 257-277, is recommended. Brenneke's well-balanced judgment is an antidote for Ilia L. Maiakovskii's one-sidedness in his article on the Soviet archives in *Bol'shaia Sovetskaia Entsiklopediia* [Great Soviet Encyclopedia] (2d ed., 1950), vol. 3. A German translation of this article, *Das Archivwesen in der Sowjetunion* (40 p.), published in 1952 as no. 1 of the Institut für Archivwissenschaft's *Schriftenreihe*, is out of print; but Harvard College Library has a copy — call no. Bp 9.12 (1). See also I. Rösler, "Ueber die Terminologie russischer Archivdokumente," in *Schriftenreihe*, 1956, no. 7.

Other recent publications on Soviet archives are: I. K. Dodorov, "Einige Bemerkungen zur Archivforschung in der Sowjetunion," in *Zeitschrift für Geschichtswissenschaft*, 2:457-467 (1954); Josef Hemmerle, "Entwicklung und Aufbau des Archiv-

Regarding the ideology of the Soviet archivists I want to convey to you some of the fundamental ideas of their professional ethics. They justify their work not only in the name of the Party, government, and scholarly interests but also in the name of their idols: Marx, Engels, Lenin, and (until recently) Stalin.[11] Of Karl Marx, who took the archives of the First International into his personal custody, it is known that he meticulously kept personal papers. He angrily blamed the leaders of the Paris Commune in 1871 for having neglected to confiscate and use the archives of their bourgeois enemies. This lesson was not lost on the Bolsheviks, so that Lenin could write after the usurpation of power: "We have learned much from the Paris Commune and we have not repeated its grievous mistakes." During his stay in Switzerland as a political refugee, Lenin had been instrumental in setting up archives of the Bolshevik Bureau at Geneva. It is, therefore, not surprising that Lenin, whose interest in administrative details extended to filing systems,[12] after seizing power became concerned about the fate of the archives.

The primary interest of Lenin and other Bolshevik leaders in the archives was definitely political and propagandistic and not historical. They were anxious to safeguard materials of the Tsarist police and any other materials that could throw light on the fight of Tsarism against the revolutionary movement, on the surveillance of revolutionaries at home and abroad, or on the use of *agents provocateurs*. The basic decree for the reorganization and centralization of the Russian archives was promulgated over Lenin's signature on June 1, 1918. It is remarkable that at a time when mortal foreign and internal dangers were piling up against the Soviet State in the summer of 1918, its organizers or — to be more exact — its real leader, Lenin, found time to take an interest in archival matters and to issue a decree that revolutionized the existing system of the Russian archives. Lenin's active interest in the archives and their centralization was comparable to the well-known interest of Franklin D. Roosevelt.

The professional and ideological training of the majority of Soviet archivists is entrusted to the Istoriko-Arkhivnyi Institut in Moscow. It was established in 1930 as the Institute for Archival Science; in 1932 its name was changed. The definition of the institute's task by its present rector, A. S. Roslova, reads as follows:

wesens in der UdSSR," in *Archivalische Zeitschrift*, 50/51:117-122 (1955); and Helmut Lötzke, "Das sowjetische Archivwesen; Bericht über eine Reise nach Moskau," in *Archivmitteilungen*, 1955, no. 4, p. 19-21.

[11] I. Maiakovskii, "The Attitude of Marx, Engels, Lenin, and Stalin Toward Archives and Archival Materials [in Russian]," in *Arkhivnoe Delo*, 1940, no. 4, p. 1-14.

[12] *Arkhivnoe Delo*, 1940, no. 4, p. 29.

"Its purpose is to educate archivists capable of mastering the new tasks and — equipped with the only scientific theory in existence, namely Marxism-Leninism — able to overcome the bourgeois conception in archival science and to initiate and to develop a Soviet science of archives." [13] From this declaration of purpose it becomes clear why this institute has not been recognized by impartial observers as similar to or equal to its counterparts in Western Europe: the École des Chartes in Paris, the Institut für österreichische Geschichtsforschung in Vienna, and the West German Archivschule in Marburg.

Thus Marxist theory, as background of Soviet archival theory and practice, is the prerequisite for the training of a specialist. Or, to quote from last year's *Istoricheskii Arkhiv*: "The great task is to develop a knowledge of sources based on Marxist-Leninist methodology, revising and integrating all the best that has been attained in the past." [14]

The basic disciplines represented in the institute by full chairs are: the fundamentals of Marxism-Leninism, the history of the nations of the Soviet Union, the history and organization of archives, the history of State institutions and their administrative organization, the theory and practice of archives, and auxiliary sciences of history. Old Russian, German, English, and French are required languages; Latin is optional. Compared with American training courses this is a very European curriculum for 5 years of study. The number of students is staggering; they have increased from between 230 and 250 in the early 1930's to about 1,800 in 1955. One thousand of them live in dormitories; the others are not full-time students but are enrolled in evening or correspondence courses.

Probably every Soviet archivist did well to take to heart in 1931 Stalin's article "On Some Questions on the History of Bolshevism," in which he attacked followers of Trotsky and other "falsifiers" of the history of the Communist Party and stressed the importance of archival materials as historical sources. Stalin's slogan, "falsifiers of history," became standard invective, freely used against editors of documents and historians who provoked Soviet displeasure. The Soviet rejoinder to our State Department's documentary publication *Nazi-Soviet Relations, 1939-1941* (1948) was a pamphlet entitled *Falsifiers of History*, anonymously published by the Information

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[13] A. S. Roslova, "Das Moskauer Staatliche Historische und Archiv-Institut," in *Archivmitteilungen*, 1956, no. 1, p. 11-16, translated from *Istoricheskii Arkhiv*, 1955, no. 5.

[14] A. A. Novosel'skii, in *Istoricheskii Arkhiv*, 1955, no. 4, p. 234.

Bureau of the Soviet Union[15] but undoubtedly with the approval of Stalin and Molotov. It attempted to refute the German documents in Anglo-American custody about German-Soviet relations by using German documents in Soviet custody on Germany's relations with Great Britain, France, and the United States. The Soviet Government did not accept the American challenge to open its own secret archives and thus authentically reveal from its own records its stand during the crucial period of Soviet neutrality during the last war. The Anglo-American-French edition of German Foreign Ministry documents, the *Documents on German Foreign Policy, 1918-1945*, is continuously vilified and belittled by Soviet critics. A well-known Soviet historian, Nikolai P. Poletika, has given a lecture at Leningrad University on the topic "The Falsification of Diplomatic Documents as *the* Method of Bourgeois Historical Science."[16]

One of the most important functions of the Soviet Archives is its publication activity. The art of editing sources has been developed in today's Russia almost into an auxiliary historical discipline, with elaborate rules laying special emphasis on editorial principles for modern and contemporary documents. The Russian art of editing can be traced back to a political pamphlet that Vice-Chancellor P. P. Shafirov wrote in 1716 by command of Peter the Great, to justify Peter's having made war in 1700 against Charles XII of Sweden. Shafirov published a series of documents bearing on Russo-Swedish relations between 1564 and 1700, stressing in footnotes that they had been compared with the originals.[17] Against present-day Soviet editorial perfectionism it should be remembered that the beginning of Bolshevik foreign policy in November of 1917 was marked by the crude and amateurish publication of documents from the archives of the former Ministry of Foreign Affairs purporting to reveal the secret treaties of the Entente. This publication was a political move of accusation against the "imperialist Powers." The same motivation in the late 1920's impelled the publication of Russian prewar and wartime documents on international relations in the period of imperialism.[18]

In internal as well as in foreign policy the political significance of the archives is axiomatic and is an important consideration in publication "policies." Ten years after the October Revolution a leading archivist, Vladimir V. Maksakov, wrote: "The archives are the armory of political weapons which we shall use for many years to come in the political struggle against the White Guards [the counter-revolutionaries] by revealing their past and trying to prevent them from distorting the history and the meaning of our revolution." [19]

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[15] *Falsifiers of History* (Moscow, Foreign Languages Publishing House, 1948. 58 p.).

[16] *Vestnik Leningradskogo Universiteta,* 1948, no. 6, p. 143.

[17] *Istoricheskii Arkhiv*, 1955, no. 4, p. 201.

[18] *Die internationalen Beziehungen im Zeitalter des Imperialismus; Dokumente aus den Archiven der Zaristischen und der Provisorischen Regierung, 1878-1917*, translated and edited by Otto Hoetzsch; and O. Hoetzsch in *Zeitschrift für osteuropäische Geschichte*, n. f., 5:348-355 (1931).

While denouncing the German publication of prewar documents in *Die Grosse Politik* and the Gooch and Temperley collection of British documents as "patriotic" publications, Maksakov asserted that the Russian documentary publication on the period of imperialism was unquestionably in full accord with the Marxist-Leninist conception of the First World War.[20]

The use of archives in Soviet foreign policy may be illustrated by the following example: In 1936 there was published a collection of documents (from the Central Archives of the October Revolution in Moscow and Kharkov) on the collapse of German policy in the Ukraine in 1918. This collection was clearly conceived as a warning against German designs to repeat the Ukrainian scheme of 1918, and it was in line with Stalin's warning to Hitler to keep his "pig's snout out of the Soviet garden." This was said at a time when — to use another expression from Stalin's picturesque language — German and Soviet statesmen used to throw garbage cans at each other.

Since the early 1920's the Committee for the Study of the History of the Communist Party and of the October Revolution (known under the abbreviation Istpart), the Lenin Institute, and the Marx-Engels Institute (which in the 1930's became the Marx-Engels-Lenin-Stalin Institute) have been centers for editing archival materials on the history of Communism, including the collected works of Marx, Engels, Lenin, and Stalin. The Marx-Engels Institute tried to obtain the original or a photostat of every scrap of paper in the handwriting of Marx and Engels. Its publication activity has bordered on a Marx-Engels philology and has laid itself open to reasonable question by publishing, for instance, against the advice of Albert Einstein, the notes of Engels on the philosophy of nature — notes which are of no scientific value and contribute almost nothing to a better understanding of Engels' intellectual development.

A recent paper in French by two Soviet historians, A. A. Novosel'skii and V. I. Shunkov, on the editing of historical sources in the Soviet Union, which was distributed at the 10th International Congress of Historians in Rome in 1955, surveys the materials that have been published from Soviet archives.[21] It may, therefore, suffice here to point out the main topics of historical interest in the Soviet Union, which are often represented by published collections of relevant sources. With the accent on modern and contemporary history, the principal fields of research are the history of the October Revolution and of the period of civil war and intervention, the economic policy of the Soviet Government, its agrarian policy, the nationalization of industries, and the history of Soviet society. In progress toward publication are collections of documents and materials dealing with prerevolutionary personalities and events, for instance two series on Russian Army and Navy commanders, a series on the labor movement in 19th-century Russia, and another on the peasant movement from the end of the 18th to the end of the 19th century; also a series on geographical discoveries by Russian explorers, stressing Russian "priorities" in the Pacific, Northeast Asia, and Northern America (Alaska). Work on several prerevolutionary representative collections of sources has been resumed — for instance, on the complete collection of Russian chronicles (1949, after an interval of 20 years) and on the letters and documents of Peter the Great (1946, after an interval of 29 years). In these instances the Historical Institute of the Union Academy of Sciences works in close cooperation with the Administration of Archives. Recently a continuation of the long-dormant series, "The International Relations in the Period of Imperialism," has been suggested.[22]

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[19] *Arkhivnoe Delo*, 1928, no. 3, p. 17.

[20] *Istorik-Marksist*, 1929, no. 11, p. 228.

Several anniversaries have signaled the beginning of impressive collections of relevant sources: the centenary in 1925 of the insurrection of the Decembrists, the tercentenary in 1954 of the Treaty of Pereyaslavl between the Ukrainian Cossacks and Muscovy, and, in 1955, the 50th anniversary of the first Russian revolution.

Nothing in the Soviet Union compares even remotely with our series *United States Army in World War II*, which is based on the scrupulous collection and exploitation of all pertinent printed and unprinted sources. To the contrary. Concerning the most recent collection of essays on the war on the Eastern front, published under the imprint of the Historical Institute of the Union Academy of Sciences, the reviewer, E. A. Boltin, in *Voprosy Istorii* (Questions of History) of May 1956, writes: "The authors . . . did not consult new sources. The book has not a single reference to archive documents or materials previously unpublished."[23]

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[21] *Izdanie istoricheskikh istochnikov v SSSR; la publication des sources historiques en URSS* [text in Russian and French] (Moscow, 1955. 63 p.). See also S. I. Iakubovskaia, "Contribution to the Question of Exploring and Publishing Sources of the Soviet Period [in Russian]," in *Problemy Istochnikovedeniia*, 14:46-59 (1955).

[22] *Istoricheskii Arkhiv*, 1955, no. 4, p. 242.

Five-year planning, however, the dominating factor of Soviet economy, includes archives. For the period 1956-60 the Main Administration of Archives has announced a publication program of not less than 400 volumes of document collections and reference materials.

Of Soviet periodicals devoted to the discussion of archival matters or documentary publication I shall name and characterize three: *Arkhivnoe Delo*, *Istoricheskii Arkhiv*, and *Krasnyi Arkhiv* (Red Archives). Long ago Olga P. Palmer listed or abstracted in the *American Archivist* over a number of years the content of *Arkhivnoe Delo*, which ceased publication in 1941 after 61 issues had appeared in 18 years. Regular features of each issue were sections devoted to archival science in the broadest sense, to the exchange of experiences in archives administration and organization, to the discussion of methods of preserving documents, and finally to book reviews and bibliography. With the increased xenophobia of the Stalin regime in the 1930's, a section which had dealt with the foreign relations of archives and had listed foreign visitors was discontinued. Since 1940, under the heading "The Best People in the Archives," short biographies of outstanding archival workers of the rank and file have been given. These biographies are of considerable sociological interest because they give information on the family background, training, Party membership, and careers of the subjects.

Up to June of 1941, when Hitler attacked the Soviet Union, there had been published 106 volumes of *Krasnyi Arkhiv*, to which an excellent index has been compiled in the United States.[24] The documentary publications and documented articles in the *Krasnyi Arkhiv* have long been recognized by the historical profession as in many respects indispensable sources. In the interwar years German propaganda against the war-guilt clause of the Versailles Treaty exploited them to the limit. William L. Langer, in his *Diplomacy of Imperialism*, was one of the first American scholars to integrate carefully the new Russian documentation in his narrative.

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[23] *Voprosy Istorii*, 1956, no. 5, p. 151, translated in *Current Digest of the Soviet Press*, vol. 8, no. 31, p. 8-11 (Sept. 12, 1956).

[24] *Digest of the Krasnyi Arkhiv — Red Archives*, vols. 1-30, compiled by Leonid S. Rubinchek (Cleveland Public Library, 1947), vols. 31-106 compiled by Leona W. Eisele under the direction of Andrei A. Lobanov-Rostovsky (Ann Arbor, University of Michigan Press, 1955). See also Leonid S. Rubinchek, "The Red Archives; a Review Article," in *American Slavic and East European Review*, vol. 6, nos. 18-19, p. 159-171 (1947).

On the other hand, the historian Mikhail Pokrovskii, who played a very influential role in the centralization of the Soviet archives, has said that the founding of the *Krasnyi Arkhiv* in 1922 was a rather daring undertaking, because the State Publishing House was reluctant to give financial support. In 1927 he wrote: "To make this type of publication self-supporting is approximately the same as to attempt to put military aviation or the exploration of the Arctic Ocean on a paying basis." [25]

Finally, the Soviet Union is the only country in the world which, since the beginning of 1955, has issued bimonthly a periodical exclusively devoted to the publication of documents (mainly of the Soviet period) and to the discussion of archival problems. Each issue of the *Istoricheskii Arkhiv* has an average of 250 pages. This journal offers the most up-to-date and the most comprehensive information on the present situation of archives in the Soviet Union and on Soviet archival science.[26]

The sensational 20th Communist Party Congress of February 1956, which destroyed the image of Stalin, has exercised a profound influence on what may be called work on the historical front.[27] Editorials in leading political and historical periodicals, such as *Partiinaia Zhizn'* (Party Life), *Voprosy Istorii,*[28] and *Istoricheskii Arkhiv*, have urged broader exploitation of archives for rewriting a de-Stalinized history of the recent past. There seems, however, to be an unbridgeable gap between historical objectivity — the intention to reveal the entire truth — and Party considerations, which, for ideological reasons, allow the revelation only of partial truth bordering on untruth. A spokesman for the Institute for Marxism-Leninism, M. D. Stuchebnikova, has made this point perfectly clear. She said: "The publication of Menshevik documents cannot be tolerated even when a Bolshevik influence can be seen in them. Our documents are published for a wide circle of readers and an incorrect selection of documents can only confuse them." [29]

Wrapped in their Marxist ideology, Soviet historians and archivists can think of their American colleagues only as representatives of a bourgeois and capitalist system. Let me conclude this paper by pointing out what Soviet authors think of American archives and the exploitation of their riches.

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[25] *Krasnyi Arkhiv*, 23:1 (1927).

[26] On *Istoricheskii Arkhiv*, 1933, nos. 1-6, see I. Rösler in *Archivmitteilungen*, 1956, no. 1, p. 27-29.

[27] See "Soviet Congress Revising History," in *New York Times*, Feb. 20, 1956; and "[A. M.] Pankratova Outlines Changed Tasks of the Historians," in *Current Digest of the Soviet Press*, vol. 8, no. 12, p. 9-11, translated from *Pravda*, Feb. 22, 1956.

[28] "The 20th Party Congress and Problems of Research on Party History," in *Current Digest of the Soviet Press*, vol. 8, no. 19, p. 6-9, 18, translated from *Voprosy Istorii*, 1956, no. 3, p. 3-12.

[29] *Voprosy Istorii*, 1956, no. 2, p. 209, translated in Institute for the Study of the USSR (Munich), *Bulletin*, vol. 3, no. 8, p. 20 (1956).

My first source in that respect is the Great Soviet Encyclopedia. In the article on "Archives"[30] I. L. Maiakovskii asserts that in a class society the archives are used by the ruling classes as a means of holding their own, to maintain and to strengthen their ruling position and to enslave the working class. The main trends of archival development in capitalist states are sketched, singling out Germany and the United States as the most illuminating examples.

We are told that in the period of decay and of the general crisis of capitalism the bourgeoisie tries to use the centralization of archives for strengthening its governing position and for its struggle, the world over, with the "progressive" forces, and that this became especially clear in the centralization of archives carried through after the First World War in Germany and the United States. In the United States, according to the Soviet Encyclopedia, monopolistic capital created the National Archives for concentrating the documents of the Federal Government as one of the means of strengthening the state apparatus of the bourgeoisie. The Encyclopedia states that the Government of the United States has used for its own ends the difficulties in the way of rehabilitating European archives after the last war. It charges that in accordance with the usual rapacious policy of its monopolistic circles, the United States tried to extend its rule over the archives of all the capitalist countries of Europe under the cloak of giving help toward their reestablishment. American archivists, it goes on, organized at Paris in 1948 a committee of experts, which in the presence of an observer from the U. S. Department of the Army worked out the rules of an International Council on Archives and elected its officers. The International Council on Archives is pictured as a United States instrument of control over the archives of the capitalist countries and is declared to be a sign of their submission to the aims of the imperialist policy of the United States.[31]

I think it is unnecessary to correct before this group this strange picture; but in my opinion the utterance deserves recording as a piece of psychological warfare in the cold war on the "archival front." Not a word is said in the Soviet Encyclopedia to show that the International Council on Archives was set up under the auspices of UNESCO.

[30] *Bol'shaia Sovetskaia Entsiklopediia* (2d ed., 1950), vol. 3, col. 176-184.

[31] Interestingly enough, representatives of the Soviet Union's Archives and those of other Eastern European countries attended the International Congress on Archives in Florence, Italy, in September 1956. — *Editor.*

My second source is the latest issue of the *Istoricheskii Arkhiv* received by the Library of Congress (1956, no. 3). Here a reviewer, B. P. Kanevskii, writes six pages on the *National Program for the Publication of Historical Documents*, which was submitted to the President of the United States in 1954 by the National Historical Publications Commission.[32]

The review actually deals with two topics: our national publications program and United States Government publications in general. It harshly criticizes the selection of outstanding Americans whose papers, according to the national program, deserve publication. In the reviewer's opinion the program mirrors the alliance of the American monopolies, which falsify history in their interests, with the bourgeois historians and archivists. The list contains, for his taste, too many representatives of big business, too many generals, and too many members of the clergy. Of literary figures he misses the names of Washington Irving, Edgar Allan Poe, Jack London, Theodore Dreiser, O. Henry (William Sydney Porter), Sherwood Anderson, and Sinclair Lewis. Whatever one may think of this suggested list, it is, of course, straight propaganda. The reviewer does not pretend to know whether or not there are actually any papers left by these authors that are worth publishing. He is incensed that the selection of labor leaders includes the names of Samuel Gompers and Terence Powderly, who, in the opinion of Communists, betrayed the interests of the American working class. To sum it up, he thinks that the "fighters for democratic rights and social progress of the American people" are insufficiently represented.

The review ends with a vigorous attack against the State Department's publication of the Yalta documents. Of United States Government documentary publications in the field of foreign policy the reviewer says that generally their aim is to illuminate, in an apologetic manner, the history of the foreign policy of the ruling circles of the United States, and that the selection of documents made for the series *Foreign Relations of the United States* scoffs at the peace-loving policy of the Soviet Union.

This is where we stand now. This is the latest word from Moscow. Much water must flow down the Potomac and the Moscow and Volga rivers, I am afraid, before we can imagine and establish a true and fruitful cooperation between American and Soviet modern historians, or between American and Soviet archivists, in the spirit of mutual understanding, respect, and tolerance.

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[32] "Natsional'naia programma publikatsii istoricheskikh dokumentov v SShA," in *Istoricheskii Arkhiv*, 1956, no. 3, p. 238-243.

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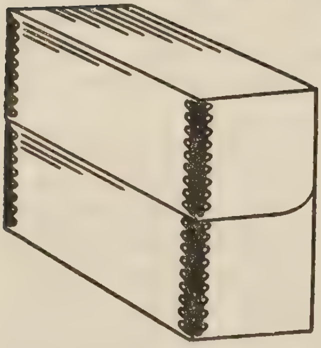

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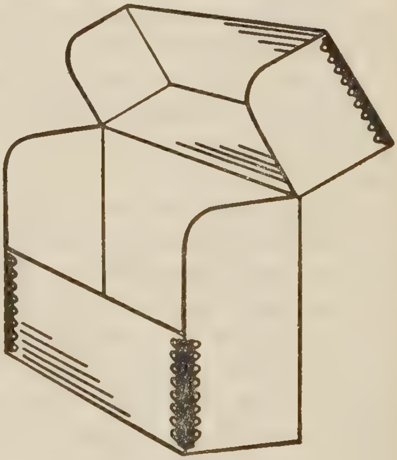

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Archives of Yugoslavia, Czechoslovakia, and Bulgaria

By PAUL L. HORECKY[1]

Library of Congress

WITHIN the limited time available I should like to give you a condensed account of recent archival developments in Yugoslavia, Bulgaria, and Czechoslovakia, with a few analytical comments of more general nature, viewing archives in the context of current East European policies. I think I can in good conscience refrain from going into the historical background of archives between the two World Wars, because students of that period are fortunate enough to be able to refer to two excellent English-language surveys, prepared in 1944 by your distinguished president, Dr. Posner, and subsequently released by the National Archives under the titles, *Archival Repositories in the Balkan States* and *Archival Repositories in Czechoslovakia.*

In Yugoslavia official cultural policies in the postwar period have promoted the expansion of archives. Since that country represents a federation of six republics, the responsibility for archival matters is divided between the federal government and the governments of the republics. Early in 1945, shortly after Yugoslavia had regained her national sovereignty, a law was passed that put all archives, federal and local, under state control. Subsequently, in 1950, additional legislation for the entire territory of Yugoslavia was promulgated, outlining the general principles to be applied to the reorganization of archives and authorizing the local governments to issue implementing legislation. As a result, the present network of official archives consists of the federal archives establishment, which is in charge of the collection and preservation of archival materials relating to the activities of federal agencies, and the local archives establishments, which serve as custodians of materials under the jurisdiction of the individual republics. Besides these there are the

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[1] Paper read at the annual meeting of the Society of American Archivists in Washington, D. C., October 11, 1956. The author, Doctor in Law of the University of Prague and graduate of Harvard University, was on the staff of the Nürnberg War Crimes Tribunal and later edited its official proceedings. He is now East European area specialist in the Library of Congress. The writer's annotations for this paper have had to be omitted for lack of type with the proper diacritical marks.

Archives of Military History, the Archives of the Central Committee of the Communist Party of Yugoslavia, and the Archives of the Party Organizations in the republics. In addition, Yugoslavia possesses a number of ecclesiastical and municipal repositories and collections administered by academies of science, museums, and similar institutions. Prominent in this latter category are the Archives of the Serbian Academy of Sciences in Belgrade, with materials on early Serbian history between the 13th and the 15th centuries; the Zagreb Archives, housing the 11th-century *Monumenta Antiquissima*, which are the oldest documents of the Croatian national dynasty; the Archives of the Yugoslav Academy of Sciences in Zagreb, with the world's largest collection of Glagolithica; the Slovenian State Archives in Ljubljana; and several oriental archives in Sarajevo, which are of outstanding significance for the study of the history of the peoples of Yugoslavia under Turkish domination.

The Federation of Archivists of Yugoslavia, which came into being in 1953 as an auxiliary body for the development and improvement of archival services, counts at present over 600 members. Affiliated societies of archivists have been organized all over the country. The federation publishes a quarterly review, *Arhivist*, which contains a wealth of information on archival developments in Yugoslavia and in other countries; and American activities and publications in the field are given frequent and extensive coverage in the journal. Many of the articles — which, incidentally, are followed by précis in French — are devoted to the description of Yugoslavia's larger collections; and from time to time collection guides are published as special supplements to the journal. The second issue of the journal for 1956 contains an informative bibliographical survey of the postwar archival literature published in Yugoslavia between 1947 and 1956. Indicative of the expanding programs of Yugoslav archivists is the initiation in 1955 of another quarterly, *Arhivski pregled*, published by the Historical Archives of Serbia. I might add that the first volume of the Croatian-language Encyclopedia of Yugoslavia, published in 1955, devotes about 20 pages to all aspects of archival affairs in Yugoslavia.

I shall deal only in passing with archives in Bulgaria; first, because, except for the collections of the National Library in Sofia, Bulgaria is not known to have any spectacular archival collections; and second, because the available information with regard to recent developments is rather fragmentary. Following the general pattern in Eastern Europe, the Bulgarian Government introduced in 1951 and 1952 legislation aiming at the centralization of archival administration and the setting up of the Central State Archives in Sofia. Since the texts of the pertinent laws were not promulgated in Bulgaria's official gazette, little is known about the details of this reorganization.

I would like to dwell at greater length on the situation in Czechoslovakia because it exemplifies the transformations made in archival theory and practice in the lands that after the second World War were drawn into the Soviet orbit and that have since been exposed to the pervasive cultural influences of the USSR. After the Communist seizure of power in Czechoslovakia, the government lost no time in bringing archives, along with other cultural institutions, in step with the tenets of the new ideology and the changed conditions in the political, economic, and social spheres. Thus, land archives were set up in order to record changes in ownership resulting from the confiscation of land and the collectivization of agriculture; the administrative reorganization of the country by regions led to the establishment of regional archives in the principal city of each of the newly-created administrative units; new policies were established for the discarding of archival materials; and a State Commission of Archives was constituted, with the task of formulating uniform ideological and administrative criteria for future legislation. Finally, in 1954 a government decree directed a complete reorganization, which in effect put the legislative seal on the *Gleichschaltung* of archives in Czechoslovakia in keeping with Soviet experience and practice.

In essence, this enactment embodies the following principles:

(1) Archival repositories are subject to centralized and uniform direction by the government, either through direct administration or by supervision.

(2) The custody, preservation, recording, and servicing of essential archival materials are the prerogative and responsibility of the government.

(3) Archival collections have primarily ideological and political functions.

(4) The sum total of documents related to the activities of nationalized economic enterprises, as well as the present and past organs of government, are considered one indivisible *fond*.

In the western part of Czechoslovakia, policy making and operational power in all archival affairs rest with the Administration of Archives of the Ministry of the Interior and in Slovakia with the corresponding office of the Commissioner of the Interior; these bodies are assisted by advisory boards and have at their disposal a system of local field offices. The country's important and leading archival repositories were decreed to be state archives, that is, government administered and financed research establishments. Thus, the former Central Archives of the Ministry of the Interior and the Archives of the Province of Bohemia were amalgamated into the Central State Archives in Prague, and the archives of the provinces of Moravia and Silesia, located in Brno and Opava respectively, also became state archives. Agricultural and ecclesiastical archives were incorporated into the network of regional archives, which were likewise turned into state archives. On the other hand, entirely exempt from this system and shrouded in secrecy, are the central and local archives of the Communist Party, which house documents bearing on Party history and on the all-embracing activities of the Party apparatus. They contain the biographical folders for the Party leaders and members, which provide a formidable instrument for monolithic Party control and assume crucial importance at times of struggle for power between rival Party factions. Materials in the custody of the armed forces were placed under separate military jurisdiction. Under the new archival organization, the most important archives in Slovakia are the Central State Archives in Bratislava, the Archives of the Slovak National Museum in Martin, the Slovak Central Archives of Mining in Banská Štiavnica, and the Central Literary Archives of the Matica Slovenska, the present national library in Martin.

Recent years have witnessed a number of active publishing programs, which have resulted in several noteworthy contributions to the knowledge of archives in Czechoslovakia. I have particularly in mind a series of printed inventories and guides to major collections such as those of the Central State Archives in Prague, the State Archives in Brno, and the Municipal Archives in Prague and Plzen. In 1953 there was also published a 184-page bibliography of archives in Slovakia. Another item of relatively recent date is a little dictionary which aims at systematizing archival terminology. Finally, mention should be made of several serial publications devoted to archival activities and studies. Since 1951 the Administration of Archives of the Ministry of the Interior has sponsored two professional journals: *Sborník archivních prací*, a semiannual journal carrying chiefly texts and discussions of hitherto unpublished source materials and papers on the history of diplomatics; and *Archivní casopis*, a quarterly chiefly concerned with the practice of archival work. It is also worth noting that the Department of Czech History and Archival Studies at Charles University inaugurated earlier this year the publication of its Transactions.

The legitimate question arises: *Why* are the Communist Parties and governments within the Soviet sphere so intent on maintaining a close grip on archival resources? I have no hesitation in answering that this solicitude, far from being disinterested, is prompted by quite utilitarian motives. This is no hypothesis; it is openly admitted by contemporary East European archival theorists, who quote repeatedly and emphatically an official Soviet statement, that archives serve — "as a weapon of political indoctrination and mass education." Indeed, the record is replete with evidence that Communist regimes make abundant use of archives as a device for consolidating and strengthening their political power and prestige and for molding public opinion. In this connection, it may be helpful to take a brief look at the role and *modus operandi* of historical documentation in Eastern Europe. As is well known, historiography in Eastern Europe operates in the strait jacket of the institutionalized dogma of historical materialism. Barring an oversight by the censor, no work that fails to meet the specifications of that philosophy stands a chance of obtaining the official approval that is a prerequisite for publication. Looking for new vistas of historical research or exploring novel interpretations or approaches to the past is seldom left to the initiative and discretion of individual scholars, especially if these activities are of political or ideological relevance. As a rule the general line and the slogans for major historical themes emanate from or require the approval of the political leadership. To fit history into the framework of the prevailing ideology or of current political exigencies is a task that requires not only considerable maneuverability in presentation and argument but also such control over primary source materials as is necessary to ensure the availability or unavailability of evidence. For example, until a short time ago one would have looked in vain for one single work on Russian postrevolutionary history published anywhere in the Soviet orbit in the Stalin era that did not completely distort the historical record by suppressing any evidence nonconducive to the glorification of Stalin. It was only in connection with the official launching of the de-Stalinization program at the 20th Party Congress that Party leaders rediscovered in the top secret Party Archives and circulated among the delegates a series of letters and notes written by Lenin in the last years of his life. Included among them was the so-called Testament of Lenin — which, by the way, had been known for many years outside the Iron Curtain and in which Lenin was quite critical of Stalin's qualifications for leadership. Subsequently, these documents were published, "in accordance with instructions of the Party Central Committee," in the ideological journal of the Communist Party of the Soviet Union.

The ease with which historical documentation is made to submerge into or emerge from oblivion is quite startling and can perhaps be graphically demonstrated by the following example. Volume 5 of the official Great Soviet Encyclopedia, published in 1950, carried a full-page likeness and a long biography of Beria, eulogizing him as one of the pillars of the Soviet Union and praising him as "Stalin's disciple and closest collaborator." By the end of 1953 Beria had been executed as a traitor, and shortly thereafter subscribers to the Encyclopedia received several replacement pages with a little note which said: "Cut out pages 21 to 24 of volume 5, including the full-page portrait, and substitute the enclosed new text for them." Gone from the original version were Beria's life history and his picture, to be replaced in the new edition by a series of illustrations of the Bering Sea and articles on Charles Auguste de Bériot, a Belgian violinist, and Friedrich Wilhelm von Bergholz, an 18th-century courtier at the court of Holstein.

It is also well known that in past "show trials," which were conducted in Eastern Europe against heretical fellow-Communists, the prosecution introduced allegedly incriminating documents that had been held ready in secret archives for many years for use at the opportune moment. In some instances, one set of documents was relied on to clinch a death sentence while another set was later invoked in support of the posthumous rehabilitation of the executed person. A case in point is Traïcho Kostov, former Bulgarian Deputy Prime Minister and secretary of the Bulgarian Communist Party, who was put to death 8 years ago by his Communist rivals for alleged high treason and Titoism. At that time abundant propaganda use was made of the printed editions of the official "trial proceedings" in various languages. Only recently Kostov was exonerated because of a conviction based on "faked evidence." I should hazard an informed guess that any graduate student at an East European university who would be foolhardy enough to undertake research on a purged and not yet reinstated Communist leader, such as Slanský or Clementis, would find it impossible to locate any primary sources other than those used in the trials.

The use, or rather misuse, of archival resources as a device for discrediting leaders or institutions of opposing political and ideological coloration and the revision of accepted findings of history are familiar techniques of totalitarian regimes. These practices were followed by the Bolsheviks with respect to prerevolutionary Russia and by the Nazis with respect to the Weimar Republic. In Czechoslovakia as elsewhere in Eastern Europe it has become fashionable in recent years to print collections of documentary materials which, under the guise of evidentiary respectability, are dedicated to these single-minded purposes. Many such collections are characterized by a wholly one-sided selection of documents, which are often cited out of context and in abbreviated form and include pieces of questionable authenticity. The evidence presented is at best inferential and circumstantial, and principal reliance is placed on the techniques of political pamphleteering, running comments, suggestive captions, and the order of arrangement of otherwise disconnected exhibits.

Typical of such items, for instance, is a collection of source materials entitled, Documents on the Anti-Popular and Anti-National Policies of T. G. Masaryk. It is devoted to the task of calumniating Masaryk by accusing Czechoslovakia's first president of about everything under the sun, from being a war monger and instigator of anti-Soviet and anti-Communist campaigns to plotting the assassination of Lenin and kowtowing, as the text says, "to American, English, and French imperialism, and surrendering Czechoslovak national resources and industry to American imperialists for plunder." Another objective of this type of exploitation of archival materials is to belittle the role of President Woodrow Wilson in the creation of Czechoslovakia and to argue — contrary to known historical facts — that the collapse of the Austro-Hungarian Monarchy and the foundation of the Czechoslovak Republic were the direct results of a domestic social revolution, which in turn was set into motion by the Bolshevik revolution. Or, to give still another example, the diplomatic history of the Munich Conference is presented in a manner that implies that Churchill was not opposed to the decisions of that conference.

Communist theorists claim that the "progressive" archival policies, as they term them, have brought about many improvements. They point to comprehensive legislation, financial support by the government, improvements in the training of personnel, the publication of printed inventories of archives, the elimination of cataloging backlogs, and so forth. With the Communists' flair for bureaucratic procedures and official planning, they see merit in the fact that each archival institution has its well-defined place in the bureaucratic machine and that archival activities are planned 5 years in advance, like the output of shoes.

Yet I believe it is fair to state that learning and truth have not been the beneficiaries of the material and technical advances in the field of archives that have been attained in captive countries of Eastern Europe. The archivists and historians of those countries are left with little choice but to temporize with the cultural policies laid down by Party and government. The fact remains that the prime purpose of the rigid governmental hold on archival materials is to provide the key to a manipulation of documents flexible and mobile enough to meet the shifting demands of politics and propaganda. To assess archival developments in Eastern Europe only in terms of statistical growth and bureaucratic refinement would be as fallacious as were some past opinions that held that Nazism and Fascism were quite acceptable because trains ran on time and beggars had disappeared from the streets.

Of late some symptoms of a moderate relaxation of the rigor of governmental and Party interference with cultural affairs have become noticeable in Eastern Europe. It would be too much in the realm of speculation to attempt to predict whether or not this trend will gain momentum in the future. Let us hope that, as time goes on, the intellectual life in these lands of Europe will make steady progress toward ridding itself of limitations on access to the sources of knowledge and eliminating the evil of political partisanship in scholarly investigation. Let us hope that objective fact-finding, which is still being branded as a bourgeois prejudice, will regain its rightful place.

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The Third International Congress of Archivists

By ROBERT H. BAHMER[1]

National Archives

THE International Congress of Archivists held in Florence, Italy, during the last week of September 1956 was the third such meeting held since World War II. The congresses have been held every third year since 1950 under the leadership of the International Council on Archives. The Council, a permanent body, was established in 1948 under the auspices of UNESCO.

Undoubtedly this Third Congress will be judged to have been even more successful than the previous two. From the standpoint of attendance it was outstanding. Unofficial figures showed that over 600 archivists attended the meeting. I should judge that the number exceeded that; certainly if one includes the attendants, visitors, wives, and photographers, there must have been many more.

Every nation in Europe with the exception of Bulgaria was represented. The delegates included the archivists of Luxembourg and Monaco. For the first time, I believe, the archivists of Eastern Europe attended the Congress. The delegation from Soviet Russia, headed by Mr. Belov, Chief Archivist of the USSR, numbered some 18 archivists and included representatives from the Ukraine and Byelo Russia as well as from Moscow. Romania, Hungary, Poland, Yugoslavia, and Czechoslovakia sent from 2 to a dozen representatives each. The Near East was represented by archivists from Israel, Egypt, and Turkey. Archivists from Africa were present from both Spanish and French Morocco, Rhodesia, the Gold Coast, Algeria, East Africa, Tunis, and the Belgian Congo. One representative was registered from Australia, one from India, and one from the island of Mauritius. Among the European delegations, those from Italy and France were the largest, as was to be expected. The published list of registrants indicated almost 150 Italian and well over 100 French archivists among the delegates.

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[1] Article based on a report made at the luncheon session of the annual meeting of the Society of American Archivists in Washington, D. C., September 11, 1956. Dr. Bahmer, Deputy Archivist of the United States, represented the National Archives and Records Service at the congress in Florence.

The Western Hemisphere was not well represented. Including wives, there were less than a dozen registered from the United States: Dr. and Mrs. Solon J. Buck; Dr. and Mrs. Philip M. Hamer; David C. Duniway and his family; William Barrow and Randolph Church of Virginia; and my family and I. Mr. Fee of Ottawa was present — I saw him — Mr. Roy of Quebec was registered — I didn't see him if he was in attendance. Cuba and Venezuela were the only other American nations represented.

I have stressed the number and geographical distribution of the representatives to indicate, I suppose, how bewildering an affair of this kind can be to an American, particularly an American whose knowledge of spoken foreign languages is limited to about a dozen simple words of German. Bill Barrow was wise; he engaged an interpreter, and thus was able freely to mingle and communicate with the delegates. Those of us who were restricted by language were, of course, deprived of much of the pleasure that results from informal and personal discussion.

The Third Congress was opened formally at an impressive meeting in the Palazzo Vecchio on Tuesday morning. We were welcomed by Sig. Tamborni, Minister of the Interior, with considerably greater ceremony than most of us are accustomed to. Incidentally, Sig. Tamborni closed his words of welcome with a request to archivists everywhere. He said that a national commission in Italy is planning to issue a complete edition of the works and writings of the great Italian statesman Cavour, on the hundredth anniversary of his death, in 1961. The commission, Sig. Tamborni said, would welcome information from every source as to the existence of Cavour documents. If anyone has such materials among his holdings it would be a commendable act to let Sig. Tamborni know of them.

It can be taken for granted that Europeans run their meetings somewhat differently from ours. So that, added to the language difficulty, there was the frustration of not being entirely sure of what was expected of one and of not knowing how one should conduct oneself. It would be unfair of me to be critical at this point, but there were times when I thought a bit of so called American efficiency might have been helpful.

There were three working sessions of the Congress, each devoted to a particular topic of general archival interest. The meetings were held in the Uffizi Palace in Florence, best known, of course, as one of the outstanding art galleries of Europe, but also the repository of the archives of Florence. Indeed, the walls of the assembly room itself were lined with shelves containing thousands of venerable volumes of records important to Florentine history.

The basis for each meeting was a report prepared, published, and distributed before the session by a reporter. For the first session on "New Installations of Archives" (we should perhaps have said "The Construction and Equipment of Archives Buildings") the reporter was Ingvar Andersson, head of the Swedish Archives. The second session was on "The Selection of Archives for Permanent Preservation." The report on this subject was prepared by J. H. Collingridge of the British Public Record Office, but in his absence D. L. Evans, Deputy Keeper of the Records, substituted as the reporter. Count Filangieri, Inspector General of the Italian State Archives, was the reporter for the third session, on "Private Archives." I shall not attempt to summarize the contents of these reports. As I have said, they were published as pamphlets (in English, French, and Italian) and I suppose that they will in time be published in *Archivum*, together with abstracts of the comments made on them during the sessions. Every member of our society should, if he hasn't already done so, become a member of the International Council on Archives and receive this publication. The reports, broadly characterized, were general statements of each problem as seen by the reporter and a summary of policy and practice in each of the nations that responded to the reporter's questionnaire or requests for information. On the whole the practices of the United States were accurately set forth, except perhaps in the third report, on private archives.

I should make it clear, if I haven't already, that the reporters did not present their reports at the sessions. Instead, each opened the meeting with a few brief remarks supplementary to his report and then the floor was open for comment by the archivists attending the Congress. Anyone who wished to speak, or "intervene," was required to present his name to the president's office on the day before the session in which he was interested. Provision was made for simultaneous translation of the intervenor's remarks via headphones into English, French, Spanish, German, Russian, and perhaps other languages. The assembly hall was divided into language zones and I didn't count them all.

All of this sounds remarkably good, and it was. Some trouble developed in actual performance, as it turned out, because there were just too many archivists present who wanted to speak and who could not be denied. Like American archivists, the archivists at the Congress not only wanted to speak but they insisted on speaking at length. Most of the intervenors, in fact, read prepared papers. I doubt whether any one of them kept within the 5-minute limitation set by the presiding officers.

The first session, presided over by M. Braibant of the Archives Nationales (Paris), went off very well; Mr. Andersson's report on the construction and equipment of archival buildings was well received. The comments showed that the problem of archivists in this respect is basically the same everywhere: how to obtain the necessary funds to provide the physical equipment. I was much impressed to learn of the very considerable construction that has occurred since 1946. In France, Germany, Russia, Italy, Sweden, Finland, and elsewhere, new archives facilities, some central, some regional, have been provided.

European archivists are perhaps even more concerned with the possibilities of destruction by atomic and hydrogen bombs than we are. This led to a discussion of the advantages, first, of removing archival establishments from central target areas, and, second, of providing bombproof archives like that planned for the National Archives in Stockholm. This latter facility is to be blasted out of granite, leaving over 60 feet of rock as a protective top covering. The city archives in Stockholm are already housed in such a "rock room," and the archives in Finland also occupy rock premises.

Two additional things interested me at the first session. One was the concern of many European archivists with the possibilities, advantages, and disadvantages of fitting up and occupying premises built for other purposes. There were some very persuasive comments advanced on the advantages of placing the nation's archives in historic buildings, such as the Uffizi Palace, that in themselves are national monuments. The other thing was the interest of European archivists in what are called "tight packing" systems, which have as their objective the more efficient utilization of space. Various systems are in use — the Compactus system used in the Royal Military Record Office in Stockholm, the Compact system used in the French Foreign Archives and about to be installed in the Archives Nationales, and several others. One of the first tight packing systems was devised in the 1920's by the present archivist of Iceland, Mr. Sveinsson, who was present at the Congress and reported on his invention. Primarily developed for libraries, his system, he reported, can be used for archives storage with space savings up to 40 per cent. The tight packing systems described at the International Congress achieve the same result as that obtained in the Midwest Library Center in Chicago and in the Federal Record Centers with "double shelving." All archivists should, I believe, inform themselves of the advantages and costs of these new technical innovations. I tried but was unable to obtain any literature describing them. We were told that in the not too distant future an entire issue of *Archivum* will be devoted to buildings and equipment. Perhaps this will give us additional information.

The second session, on the "Selection of Archives for Permanent Preservation," excited the most interest if one may judge by the number of intervenors. Some two dozen, including me, asked to be heard on Mr. Collingridge's report. The session started shortly after 10 a. m. and was still going strong at 1 : 40 p. m., when the five remaining American archivists had to leave. Every conceivable shade of opinion could be found in the comments. There were those who deplored the necessity of discarding any records, those who wanted more time to make their selection, and those who realized that the requirements of our modern age are forcing archivists today to make disagreeable decisions concerning record values much more frequently than our predecessors. The opinions, as a matter of fact, sounded very much like those heard in any representative group of American archivists.

Almost everyone subscribed to the theory that the archivist should have a commanding voice in the matter of disposal. Many frowned on the present British proposal to allow administrators a free hand to discard records of no administrative interest after 5 years. Practically everyone uses some form of the record schedule or disposal list. Many have record centers. All were a bit puzzled about how to handle what Collingridge called "mixed classes" of records (or what we would call general correspondence or subject files). A great many felt that no records should be discarded without a careful personal review by an archivist. And unless my ears deceived me or the interpreter was in error, Mr. Pilkevitch of Kiev stated that it was firm Russian policy that no record should be discarded in the Soviet Union except after a careful and complete reading by an archivist.

My personal judgment is that our practices in the United States on the selection of archives for permanent preservation are somewhat in advance of those in Europe. But such judgments are tricky and unreliable since the current filing practices in our nation differ so greatly from those in most foreign countries.

The third session, on "Private Archives," stands out in my memory largely because of a very spirited argument that developed between two Belgian archivists, one of them our friend Dr. Sabbe, who spoke to our meeting in Detroit. I don't know exactly what the issue was between them but it was certainly emotional. I should judge that most European state archival institutions take a much greater official interest in what we would call private archives than we do in the United States. And of course, when one considers the relative position historically of certain ecclesiastical and economic organizations and certain old families in European life, one can understand the difference in point of view. There seemed to be in some quarters a disposition to ask for intervention by the state to ensure proper retention and custody of private archives. And in some quarters there was an added disposition to encourage legislation on this point.

Count Filangieri recognized that the ultimate and correct solution of the problem of private archives is to create through "spiritual education," as he put it, a consciousness of the problem and a desire on the part of the owner of private archives to cooperate with archivists in the best interests of all concerned. Count Filangieri and many of his European associates would perhaps ask the state to assume a somewhat larger role as concerns private archives than would be practical in the United States; but again we must recognize that there are many differences in tradition, habits, and political and social development between Europe and ourselves that require different approaches and solutions to similar problems.

One final word about the Third International Congress of Archivists. The Congress is one of the principal means used by the International Council to strengthen relations among archivists of all lands to the end that there shall be friendly and mutual understanding not only of the technical and professional problems of the archivist but also of the larger problems of intellectual cooperation. I am certain that the Third International Congress fulfilled every practical hope of its sponsors. It was a pleasure for me to participate in it.

Before and during the sessions of the Congress, the Executive Committee and the Constituent Assembly of the ICA also held meetings and conducted the usual routine business. First, a new president of the Council, Count Filangieri of Italy, was elected; second, it was decided that the next congress would be held in Stockholm. In this connection it was agreed that a departure would be made from the practice of holding the congresses every third year, and instead that the Fourth Congress would be postponed one year to 1960, when the Quinquennial Historical Congress will meet in Stockholm. Certain new officers were elected, among them the writer as secretary general, to replace Lester Born, who resigned during the year. Wayne C. Grover was continued as vice president for the Western Hemisphere. Proper honor was paid to Solon J.

Buck, who did so much to establish the ICA, when he was named honorary vice president.

Every archivist who can do so ought to plan now to attend the Fourth Congress. Certainly we shall find no better hosts than Mr. Andersson and his colleagues in Sweden. I assure you personally that an international meeting is an experience that every American archivist should have.

No meeting such as the Third International Congress would be complete without its social functions. Tours of Florence, to Prato, and to Siena were arranged; we were given a reception at the Palazzo Vecchio, a visit to the Uffizi Gallery, and a concert at the Pitti Palace. To me the most enjoyable of the added attractions was the showing of a color film on Italian archives. I thought that this 30-minute film, which covered the principal archives of the Italian states and appeared to be historical as well as descriptive, was really outstanding. I regretted that I could not understand the Italian commentary. I thought how valuable it would be in advancing the cause of understanding among archivists if films like this Italian one, our own on the National Archives, and others could be made available for showing with proper language scripts to archivists in all nations of the world.

Reviews of Books

HENRY P. BEERS, *Editor*

National Archives

Texas Treasury Papers; Letters Received in the Treasury Department of the Republic of Texas, 1836-1846. Vols. 1-3, edited by Seymour V. Connor, assisted by Howard Lackman and Margaret K. Howard; vol. 4, edited by Virginia H. Taylor, assisted by Bertha Brandt. (Austin, Texas State Library, 1955-56. x, 402, 403-836, 837-1246; 160 [11] 161-270 [8] p. Processed.)

My knowledge of the history of the Republic of Texas is probably too meager to enable me to offer a proper assessment of the historical significance of the papers embodied in the four volumes of this work. With minor exceptions, the documents in question, recently found in their original wrappers in and around the State Capitol in Austin, have not heretofore been published or used. Although they relate largely to fiscal matters, many of them also touch on other interesting facets of early Texas history. I believe that even a casual examination will convince any reader of the intrinsic value of the collection. The tribulations of assessors and sheriffs in levying and collecting taxes, the sale of land in default of tax payments, defalcations, counterfeiting of notes, the location of custom houses (most of the papers relating to customs revenues remain to be published), the raising of funds for support of a navy, and the issuance of land scrip are a few of the many subjects on which the documents throw light. The collection is also a veritable goldmine for genealogists.

The papers illustrate something more than merely local financial matters, important as such matters usually are. Especially revealing is the correspondence of the two principal agents of the Texas Government (Burnley and Hamilton) in seeking loans in the United States, England, France, and Belgium to support the sagging credit of the Republic. But a five million dollar loan was difficult to negotiate during the eighteen thirties, in the face of the unsettled money markets of the United States and Europe. In addition, the opposition of abolition societies in the United States and England to loaning funds to a slave republic was regularly encountered by the agents. Although a small loan was finally obtained from the United States Bank, no funds were forthcoming from England or France. In the end, the negotiators contracted with Belgium for the full five million dollar loan; but the contract was never implemented by the Texas Congress.

My critical comments are directed solely to the editorial practices followed in the work. Although the multilith process of reproducing the documents may well have been justified as a measure of economy and although it is as durable as type, it does not help the appearance of the volumes. The rather poor exhibition of the papers is compounded, moreover, by the employment of editorial devices which, though not necessarily wrong, are antiquated and irrelevant. I refer, in the first instance, to the repeated use, in brackets, of the word *sic*, which appears on practically every page. One document of 20 lines is loaded with 22 *sics*. The editor's preface states that each document is "transcribed exactly as it appears in the original." Such a statement is sufficient. Every user of the work will see it. Why, therefore, remind the reader again and again and thus present an ugly page?

Another blemish of the same variety is the frequent expression "deleted from the original," following canceled type. Instead of the above quoted phrase, a single prefatory explanation that all canceled type represents deletions in the original would not only have saved space but also have improved the general appearance of the pages.

With rare exceptions, there are no identifications of persons. Cross-references are virtually nonexistent. Endorsements are rarely included. Footnotes are placed at the end of each document, which means that often a footnote will be found at the top of the following page — an incongruous placement. I believe that an editor of documents should be as much concerned with questions of artistic appearance and convenience as with scholarly accuracy.

CLARENCE E. CARTER

National Archives

The Appraisal of Modern Public Records, by T. R. Schellenberg. (National Archives Bulletin No. 8; Washington, 1956. 45 p. 20¢.)

Mass paperwork in modern times has put new emphasis on the need for bringing up to date archival criteria and techniques for evaluation. The problem is not only to select and preserve a record of the past but also to encourage proper documentation of policy and management thinking. The need for standards of selection is evident. The application of tested standards of judgment is far more reliable than unreasoned, Olympian decisions.

In this short text Dr. Schellenberg has come to grips with the challenging problem of archival appraisal of public records. He has done an excellent job of analyzing the general problem and setting forth some specific guides.

He begins by distinguishing two classes of value in records. The first class, which he calls "evidential value," is the value that some records have as evidence of organization and function. In discussing this value, he considers the views of archivists both in Europe and in the Federal service of the United States. This comparative approach is particularly effective in explaining the historical background as well as present thinking on the subject. Among the types of records particularly noted as having evidential value are records on origins and records on substantive programs. Under the head of records on substantive programs, Dr. Schellenberg deals with the various kinds of summary narrative accounts, policy documents, publications, publicity materials, and internal management records.

The second class of value, called informational value, is related to the information contained in records on matters with which the originating agency deals rather than information about the agency itself. Again, the author gives us tests to apply in appraising records for this type of value. He believes that judgment should be based on three considerations: uniqueness, form, and importance. Each of these considerations is explained in some detail as it applies to archival evaluation. The test of informational value is then applied to records classed severally as relating to persons, things, and phenomena.

Any advice on the appraisal of records runs the risk of falling into the pit of generality. Dr. Schellenberg successfully avoids this risk by giving concrete examples of how the problem can be handled. The bulletin, though limited to a discussion of Federal records, can also serve as a basic guide for practically any record appraisal. It is, indeed, a useful and informative addition to the National Archives publications.

Alan G. Negus

National Records Management Council

Records of the United States Shipping Board, by Forrest R. Holdcamper. (National Archives Preliminary Inventory No. 97; Washington, 1956. vii, 165 p. Free.)

Most readers of this journal must by now be familiar with the excellent series of preliminary inventories, of which this is no. 97, issued by the National Archives. The basic idea of such inventories is not new, but this series has developed the idea and embodied it in a most useful form. Each inventory is normally devoted to a separate record group and follows a uniform pattern. As one who tried his hand at preparing such an inventory during practice work at the National Archives some years ago, this reviewer is well aware of the work involved.

An idea of the size of Record Group 32, Records of the United States Shipping Board, may be obtained from the statement that its volume is 9,150 cubic feet. The significance of the collection to the historian is well expressed by a note on page 6: "For the period they cover, the records in this series can be used as the starting point for almost any research in the maritime field." Not the maritime field alone, however; for the records of the Fir Production Board are listed here, to mention one example. Many well-known names are represented: Edwin F. Gay (incidentally, his first name is wrongly given), Charles M. Schwab, and Edward N. Hurley.

The inventory begins, as is customary, with an introductory statement on the organizational history of the Shipping Board; its agent, the Emergency Fleet Corporation; and its successor, the Shipping Board Bureau in the Department of Commerce. Each series is described separately, and the series are grouped in logical order. Cross-references are abundant, not only to other series within the record group, but to other record groups, and even on occasion to materials outside the National Archives. Existing indexes are described in full; and four appendixes provide further leads to special segments of the records.

It is interesting to note that some records were lost before transfer and that a sytematic weeding has been carried out. Thus, parts of the district records have not been kept, as the information contained in them would be available in the main files. Since the records were received in some confusion (note on p. 48), the author is all the more to be congratulated for his orderly presentation.

In the absence of a statement to the contrary, one supposes that the records are open to all users. Although an index is, perhaps properly, not a common feature of the preliminary inventories, a listing of persons whose files are to be found in this record group would be useful. Historians of World War I or of the subsequent period to 1936, who have occasion to consult these records, will find this an indispensable tool. The Emergency Fleet Corporation was a tremendous enterprise in itself; but within the records of the United States Shipping Board are parts of the records of many other firms and of innumerable persons.

Robert W. Lovett

Baker Library
Harvard Business School

Department of the Army, The Adjutant General's Office, Departmental Records Branch. *Standing Operating Procedures.* (Washington, 1956.)

The *Standing Operating Procedures*, separately issued in 12 sections totaling about 700 pages, govern the operating practice of the Departmental Records Branch, a Department of the Army record center in Alexandria, Va. An Army procedural manual at first glance might appear to have little of value to archivists in general. Indeed, the sections dealing with administrative practices, forms, organization, supply, security, and the like are limited in their interest, except for those who are especially concerned with management practices. But such sections as Section 5 on reference procedure, Section 8 on rules for subject cataloging, and Section 9 on the preparation of finding aids should be of wide interest as evidence of exceptional zeal in promoting and encouraging the serious, scholarly use of recent records. These sections outline principles and describe procedures that combine competence and enthusiasm with ample administrative support to effect a thorough finding-aid and reference program. Although such a finding-aid program will be beyond the means of many record custodians, certain of the methods prescribed can be applied where detailed finding aids are undertaken.

Following the general pattern developed at the National Archives, the Departmental Records Branch provides for record group summaries with general descriptions of the structure and content of record groups, inventories with more or less itemization of series or their components, and special reference aids giving factual statements on the availability of materials pertaining to subjects of major research interest. A program of such scope is a major undertaking in itself, but the Branch offers additional finding aids through its development of subject cataloging. Explained as "describable item cataloging" by Sherrod East, Chief of the Branch, in the *American Archivist* of October 1953, the system combines standard library indexing methods with archival techniques. Cataloging (i. e., indexing) discrete items by originator, by function, and by such special categories as geographical area, personal name, and military operation can achieve pretty complete intellectual control over the subject content of records. Its minuteness, however, makes it a special-purpose system suitable only for records of very great interest rather than for all records.

Although reference service is of major concern to the Branch, other aspects of the work of a record depository are not slighted. The basic responsibilities of the Branch in accessioning and disposal are outlined (Section 4), and pertinent parts of the discussion on record values are wisely abstracted from the National Archives publication *Disposition of Federal Records.*

The *Standing Operating Procedures* are a real implementation of the policy expressed in 1947 by the then Chief of Staff, Dwight D. Eisenhower, in the following words: "The historical record of the Army's operations as well as the manner in which these were accomplished are public property, and except where the security of the Nation may be jeopardized, the right of the citizen to the full story is unquestioned."

Investigators have not fully realized the extent to which the orderly character of the Government's record programs makes studies of recent events possible through the collaboration of archival and record center services provided by the General Services Administration and other agencies. The *Standing Operating Procedures* of the Departmental Records Branch are evidence of the real service that is given in making records of the recent past meet the needs of today.

LEWIS J. DARTER, JR.

Department of the Navy

The Historical Foundation and Its Treasures, by Thomas Hugh Spence, Jr. (Montreat, N. C., 1956. xii, 174 p., illus., appendix, bibliog.)

This volume was issued to commemorate the opening, in 1954, at Montreat, N. C., of the Historical Foundation's new building combining an archives depository, a library, and an historical museum. Probably it is the most complete and scholarly description of such a denominational institution yet published in this country. It is solidly based upon vast research in manuscript and published records.

Although he pays tribute to many men and women whose labor and devotion have undergirded the foundation, Dr. Spence makes it clear that this institution really is "the lengthened shadow of a man." That man, who was aided by his wife, was the Rev. Samuel Mills Tenney. His inspiration sprang from his discovery in 1902, in a Houston bookstore, of notes taken by Prof. Robert Lewis Dabney when he was a divinity student in 1845. The incident led Dr. Tenney to found the Historical Society of the Synod of Texas, and then patiently for a quarter of a century to collect records at his own expense and combat the general indifference to their preservation.

Sustained by church leaders whom he had already won to his cause, in 1926-27 Tenney persuaded the General Assembly of the Presbyterian Church in the United States (Southern) officially to establish, support, and direct the

Historical Foundation of the Presbyterian and Reformed Churches. With facilities offered by the Mountain Retreat Association at Montreat, he served as curator until his death in 1939. Since that time the foundation has striven to realize his plan for gathering all available books, documents, and significant relics of Presbyterian and Reformed Church history. That plan has particularly guided Dr. Spence, who became director of the foundation in 1947.

During the last 30 years the foundation has become widely known through the host of American and foreign scholars who have used its resources in writing their books.

Other denominations might well emulate the detailed, readable, and sometimes humorous review presented here, of the foundation's acquisition policy, of its publications (including the excellently edited *Historical Foundation News*), and of its facilities for research, its museum, and its large holdings. These holdings include official archives of church courts from local session to synod, records of Presbyterian schools, old and current Presbyterian periodicals, the priceless Parham Bible collection, a hymnological collection, pictorial archives, collections of letters of Presbyterian clergymen and laymen, and a library of over 30,000 volumes.

One of the most impressive aspects of the foundation's work is the immense and widely operative labor of its Woman's Auxiliary during the last 25 years in the compiling, under centralized direction, of local church histories, which are deposited in the foundation's collections. So far as this reviewer is aware, no other denomination has achieved so efficient an organization to compile and preserve church history at every level.

One way in which the foundation strikes the democratic note in American religion has been to make the mass of church people aware of its ideals and work. Their gifts, in return, have provided the building and now support its service in preserving "the heritage passed down from the fathers of the flesh and of the faith." A wide circulation of this volume should inspire some other churches to shake off indifference and follow the foundation's example.

NELSON R. BURR

Library of Congress

South Carolina Archives Department. *Journals of the South Carolina Executive Councils of 1861 and 1862*, edited by J. E. Cauthen. (Columbia, 1956. 336 p., illus.)

This volume is evidence of the continued effective publication program of the South Carolina Archives Department. It is part of a series, *The State Records of South Carolina*, that is being issued by the Department. Presented here are the almost day-to-day minutes of the two Executive Councils, of 1861 and 1862. The journal of the 1861 council covers the period Jan. 3-Mar. 31, 1861, and that of the 1862 council the period Jan. 31-Nov. 10, 1862. These journals are good source materials for an important period in the political history of South Carolina and for the history of certain phases of the Civil War and of the Confederacy.

The series preface by J. H. Easterby, director of the Archives Department, and the volume preface by the editor, J. E. Cauthen of Wofford College, place the two councils in their historical and governmental frames.

South Carolina, having seceded from the Union, considered herself an independent nation, at least until she should be joined by other States in secession and in the formation of a new nation. To provide during this interval for the powers once delegated to but withdrawn from the Federal Government by secession, the State felt the need to enlarge the authority of the governor to include presidential powers, and to add to the administrative responsibilities of the departments of the State government. Accordingly, the Executive Council of 1861 was authorized by the Secession Convention on December 27, 1860, its membership to consist of the lieutenant governor and four persons to be nominated by the governor and confirmed by the convention. With the four members selected by the governor placed in charge of various administrative departments, this first council served as a "presidential" cabinet. It was advisory and subordinate to the governor, to whom the convention had reserved the power of final decision, and Governor Pickens relied on it extensively.

But after Confederate authorities had assumed control over negotiations with the United States and over military operations in South Carolina and after the State had ratified the constitution of the Confederate States, the need for this council was greatly lessened and its discontinuance was authorized by the Secession Convention during its second session.

The second Executive Council, that of 1862, established during the third session of the convention, contrasted strongly with the first council in its relations with the governor and in its greater executive powers. This second council was established under the critical conditions of late 1861 and early 1862, when a prolonged conflict seemed inevitable, when coastal areas were enemy-occupied and Charleston was imperiled, and when there was a general lack of confidence in the governor's ability to meet the emergency. The convention's ordinance of January 7, 1862, which authorized the second council, provided that it should consist of the governor, the lieutenant governor, and three members elected by the convention. Almost unlimited executive powers were lodged in this council. With each of its five members having an equal vote and no power of final decision reserved to the governor, the council superseded the governor in the control of the State government. Governor Pickens had opposed the creation of the council on such terms. After it was in operation he considered its proceedings unconstitutional, frequently absented himself from its meetings, and sought its abolition. Discord between the council and the governor increased and finally came into full public notice through newspaper publication of angry correspondence between Governor Pickens and Isaac W. Hayne, council member who had been made chief of the Department of Justice and Police. Although the council had conducted the business of the State wisely and effectively, this discord with the governor, together with a growing demand for a return to "normal constitutional government," led to the discontinuance of the council by the State legislature after the expiration of the Secession Convention on December 17, 1862.

These journals record the considerations, decisions, and struggles of the two councils during an exceedingly difficult period of mobilizing for and prosecuting war and administering the affairs of the State. The original manuscript journals have suffered some mutilation and loss, particularly of their first and last pages. Some of the missing content, taken from contemporary newspaper notices, has been inserted by the editor within brackets in the text or included in the appendix.

The index, as is usually the case with indexes, is not perfect. Particularly regrettable and surprising is the incompleteness of citations under the index entry "Records," which supplies only one citation, omitting reference to at least one other pertinent place in the text (p. 99). Despite this slight error, the index is useful, particularly for names of persons, places, and business or governmental organizations.

Bess Glenn

National Archives

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News Notes

H. B. FANT, *Editor*

National Archives

SOCIETY OF AMERICAN ARCHIVISTS

Minutes of the Business Meeting

October 11, 1956

The Society's annual business meeting was called to order in the Grand Ball Room of the Willard Hotel at 9:00 p.m. by President Ernst Posner with approximately 150 members in attendance. It was voted to dispense with the reading of the secretary's minutes of the 1955 annual meeting since they had been published in the January 1956 issue of the *American Archivist* and to accept them as printed. The reports of the treasurer and the Auditing Committee were read and accepted.

Alice Smith then presented the report of the Nominating Committee: for president, Lester J. Cappon; for vice president, Herbert E. Angel; for secretary, Dolores C. Renze, for treasurer, William D. Overman; for Council member, term ending in 1961, Lucile M. Kane; and for Council member to fill the unexpired term of Dolores C. Renze, Mary G. Bryan, term ending in 1957. The president called for nominations from the floor and the name of Henry E. Edmunds for the office of president was placed in nomination by Vernon Beal. Voting on the candidates proceeded and resulted in the election of Lester J. Cappon. No other nominations for office were heard from the floor and acceptance of the slate presented was voted.

The president announced that the new editor of the *American Archivist*, effective with the January 1957 issue, would be G. Philip Bauer of the National Archives staff. The president expressed the Society's gratitude and appreciation for the distinguished service rendered by the retiring editor, Karl Trever.

The president reported that the Council had received and adopted a report on "A Program to Insure the Care and Preservation of our Archival Heritage," which could provide a basis for seeking Foundation support. The proposed program will be studied further for appropriate implementation. Dr. Posner also reported that the recommendations of a provision for "Fellows of the Society of American Archivists," which was the result of extended study by the Committee on Professional Standards, composed of all past presidents of the Society, had been favorably received by the council. The matter will be referred back to the committee for preparation and submission to the council of the necessary constitutional amendment.

Olney W. Hill presented the report of the Resolutions Committee. The secretary was directed to prepare letters of appreciation to those responsible for the success of the meeting.

The proposed amendment to Article 6 of the Constitution circulated by mail to the membership was read by Solon J. Buck, who announced it had been approved by the Council and was therefore to be submitted to the vote of the membership: "Article 6 on dues shall have added, after the phrase 'of an institutional member, $10.00 a year,' the additional phrase 'of an institutional member in the sustaining category, $100 to $500 a year'." The amendment was accepted unanimously and without discussion.

The outgoing secretary gave his report, which was accepted and ordered transmitted to the editor of the journal for publication.

The new president was then invited to take the chair. Dr. Cappon expressed his appreciation of the honor conferred and announced that the next annual meeting, in October 1957, will be held at Columbus, Ohio.

He announced appointment of the following as the Nominating Committee for the coming year: Mary G. Bryan, chairman; Robert H. Land; and Robert A. Shiff.

The president announced that the new officers and Council would meet at 2:15 p.m. on October 12 in Room 801.

There being no further business, the meeting was adjourned at 10 p.m.

DOLORES C. RENZE, *Secretary*

Approved: LESTER J. CAPPON, *President*
January 10, 1957

ANNUAL REPORT OF THE TREASURER, 1956

Receipts for the year ending June 30, 1956, were $6,967.88. Of this amount $4,471.97 was received from membership dues of various kinds; $1,965.25 from subscribers to the *American Archivist*; $156.64 from the sale of advertising space in the journal; $403.75 from the sale of back issues; $23.27 net surplus from the annual meeting in Nashville; and $47.00 from interest on bond, savings bank deposit, and other sources.

Expenditures for the fiscal year were $5,124.70. Of this total $620.01 was charged to administrative expense; $4,318.78 went to the Torch Press for printing the *American Archivist.* The other items of expense charged to the editorial office, for reprints, purchase of back issues, postage of committees, I. C. A. dues, etc. amounted to a total of $185.91. Of the money appropriated in the budget last year for special projects, including the publication of an up-to-date directory of members, some $300 has been obligated so far but actual payments have not been made as yet.

The net gain to the treasury as of June 30, 1956, was $1,843.18, as compared to $1,779.41 in the previous year. A savings account opened in 1955 with an initial deposit of $2,000 drew $20 interest for one-half year, and an additional deposit of $1,000 was added to it during the fiscal year 1956. These deposits, together with the E Bond ($1,000) and the balance in the checking account, June 30, of $3,797.06, represent the present capital worth of the Society.

If we subtract the number of members dropped from the mailing list for various reasons from the number of new members gained, we find a net increase of 62. This gain, plus an increase of 25 new subscribers to the *American Archivist*, now requires the printing of 1,100 copies or more of each issue of the quarterly. This quantity provides for a supply of some 50 copies of each to add to our inventory of "back issues" for sale.

Respectfully submitted,
William D. Overman, *Treasurer*

Auditor's Certificate

The Auditing Committee has checked the accounts of the treasurer, William D. Overman, and finds that moneys received and spent have been properly accounted for and that the books of the treasurer and the bank are in agreement.

The treasurer is to be congratulated on his orderly and accurate bookkeeping and on his careful management of the funds of the Society.

Frances T. Bourne
Helen L. Chatfield, *Chairman*

October 6, 1956

Report of the Resolutions Committee

The Resolutions Committee submits the following resolutions for consideration by the membership of the Society of American Archivists:

Whereas, this twentieth annual meeting of the Society of American Archivists has proved to be one of unusual interest, inspiration, and fellowship; and

Whereas, the members of this Society are greatly indebted to the Program Committee, which, under the chairmanship of Sherrod E. East, has presented such an effective and comprehensive program; and

Whereas, the Local Arrangements Committee, under the chairmanship of Wayne C. Grover and his untiring deputy Albert H. Leisinger, Jr., has given extremely valuable and helpful service in connection with registration, sightseeing, and the other varied jobs necessary to make the meeting a success; and

Whereas, the officers and various committees of the Society of American Archivists have rendered efficient management and wise planning during the past year; therefore, be it

Resolved that the Society of American Archivists express its grateful appreciation to the officers and members and all participants in the program who have played such an important role in making this meeting.

Whereas, Karl L. Trever has served as editor of the *American Archivist* for the past six years; and

Whereas, under his editorship the *American Archivist* has been one of the world's outstanding professional journals in the field of archival science; and

Whereas, this distinguished editor is now giving up his post as of January 1957; therefore, be it

Resolved that the Society of American Archivists extend its deepest thanks and appreciation to Karl Trever for his inspiring and devoted efforts as editor of the *American Archivist.*

Whereas, Theodore Schellenberg, Director of Archival Management of the National Archives, has recently had published a distinguished and scholarly work on archival science entitled *Modern Archives: Principles and Techniques*; therefore, be it

Resolved that the Society express its congratulations to the author for the publication of this work, which brings together the basic information so necessary to the teaching of archival principles and practices.

Whereas, there has been considerable increase in interest and activity in all fields of archival practice and record management in government on all levels and in private business and industry; therefore, be it

Resolved that this Society increase its educational and promotional activities so that the interest and safety of archives and records in the United States shall be protected and so that they shall be made more readily available.

The Committee respectfully submits these resolutions to the Society and urges their adoption and recommends that these resolutions be spread upon the minutes of the Society and that the secretary send letters of appreciation to the individuals and groups mentioned herein.

OLNEY W. HILL, *Chairman*

Adopted, October 10, 1956

MINUTES OF THE COUNCIL

December 29, 1956

The meeting was called to order by President Cappon in his room at the Sheraton-Jefferson Hotel at 2:30 p.m., with the secretary, treasurer, editor, and Council members Wayne Grover and Mary G. Bryan in attendance. The secretary had mailed the agenda to all Council members before the meeting.

The minutes of the annual business meeting and the subsequent Council meeting were approved, the Council minutes to be published in the January 1957 *American Archivist*; the business meeting minutes and the current Council minutes to be published in the April 1957 *American Archivist.*

The secretary announced that microfilm copies of the first 18 volumes of the *American Archivist* are available on 35 mm microfilm on order through the treasurer's office.

A report was heard on the Society's accumulating records; and on motion of Wayne Grover, seconded by William Overman, it was unanimously voted to authorize the secretary to set the records in order and assemble any fugitive materials for proper archival processing, looking to the time when a place can be selected for their permanent deposit and preservation. An estimated budget for the secretary's office was presented and referred to the Finance Committee for approval as submitted.

The treasurer reported on the finances of the society. The order for the January issue of the *American Archivist* was for publication of 1,200 copies. A contemplated surplus in excess of current operating funds and budget commitments was authorized to be placed by the treasurer in the Society's saving account or invested in a savings bond.

The editor reported on the status of the Society's proposed membership directory. After extensive discussion it was voted to limit the data to the name, address, position, and special interests of each member. The secretary was instructed to lend every possible assistance to the editor. On motion of Wayne Grover seconded by Mary Bryan, with unanimous concurrence of the Council, the desire was expressed that the directory shall be ready for distribution at the 1957 annual meeting. The editor was directed to handle the matter of any advertising in the directory and the secretary was instructed to prepare a brief foreword concerning the Society.

A report and discussion on the proposed index to vols. 1-10 for the *American Archivist* ensued. At this point it is bogged down by the difficulties of subject indexing. The editor was authorized to explore means for expediting preparation of a 20-year index and to report on his findings at the spring Council meeting.

The question of a "proposed citation or award for writings on archives" was discussed. The proposal had been withdrawn at the May 1956 Council meeting, but the withdrawal was not made a matter of record until the present meeting.

The president presented an invitation from the vice chancellor of the University of London to the Society to nominate delegates to attend the Sixth Anglo-American Conference of Historians to be held at the Institute of Historical Research July 8 through 13, 1957. The Council authorized President Cappon to make the nominations and appointment.

The Foundation plan proposal adopted by the Council and reported at the business meeting in October 1956 was reviewed and discussed at length. It was voted to submit the plan to Waldo Leland for review and criticism. Copies of the approved draft of the program as submitted by Ernst Posner were ordered distributed to the members of the Council.

A constitutional amendment will be necessary to provide for the new category of membership, "Fellows of the Society of American Archivists," as approved by the Council and reported at the 1956 annual business meeting. The matter was authorized for referral to the chairman of the Committee on Professional Standards, with instructions to have the proposed amendment drawn up for submission to the spring Council meeting.

Correspondence relating to the 1957 annual meeting in Columbus, Ohio, was presented by President Cappon and approval was voted for coordinating the meeting of the Society with that of the American Association for State and Local History, October 4, 5, and 6. It was suggested that the president and secretary act to coordinate the tentative plan presented by Erwin Zepp, chairman of the Local Arrangements Committee, and that final coordinated clearance be effected through the program chairmen for the American Association for State and Local History and the Society of American Archivists and Mr. Zepp. It was suggested that October 4 should be for the Society of American Archivists' meeting; October 5, or part of that day, for joint or overlapping sessions; and October 6 for the American Association for State and Local

History meeting. On motion of Wayne Grover, seconded by Dolores C. Renze, the plan as submitted was approved in principle.

The president reported that the Council had voted affirmatively by mail to accept the invitation to hold the annual meeting in Salt Lake City in 1958. The secretary was directed to clear with the Salt Lake City hosts and the American Association for State and Local History the feasibility of selecting either the early part of September or, preferably, the third or fourth week in June. The president reported receiving an invitation dated November 26, 1956, from the Milwaukee Association of Commerce, concurred in by the Wisconsin State Historical Society, to hold the 1959 annual meeting in Milwaukee. The invitation was referred to the secretary to hold for consideration at the spring Council meeting.

On motion of William Overman, seconded by Wayne Grover, the Council voted to commend the chairman and Committee on State Records for the excellent work completed during the past 2 years, which resulted in publication of its findings. Special gratitude was expressed to Mary G. Bryan for her work, done with the support of the Georgia Department of Archives and History.

The Council adjourned at 5:45 p.m., with the decision to hold its next meeting after May 8 in Washington, D. C.

Dolores C. Renze, *Secretary*

January 21, 1957: The foregoing minutes have been circularized among the officers and Council and reflect additions or corrections as expressed in writing to the secretary.

The secretary announces the following committee appointments for 1956-57:

Administrative Committees

Auditing: Vernon Santen, chairman; Dorothy Gersack, Orville Liljequist.

Local Arrangements, 21st annual meeting: Erwin Zepp, chairman; Hermine Baumhofer, Lewis C. Branscomb, Watt P. Marchman, Jacob R. Marcus, Walter R. Marvin, William D. Overman, Jesse H. Shera, John A. Skipton, John H. Weatherford.

Nominations: Mary G. Bryan, chairman; Robert Land, Robert Shiff.

Program, 21st annual meeting: Lola Homsher, chairman; Chester Conner, Olney Hill, Herman Kahn, Carl Lokke, Watt P. Marchman.

Membership: James Fuchs, chairman; Vera Avery, Robert H. Bahmer, Seymour V. Connor, John P. Harrison, Philip D. Lagerquist, Albert Leisinger, Jr., Robert Nesbit, John Porter, Emil Pubols, Darrell Swinney, Henry Young.

Technical Advisory Committees

Audio-Visual: To be announced.

Bibliography: Lester W. Smith, chairman; Ernst Posner; others to be announced.

Archival Buildings and Equipment: Victor Gondos, chairman; Leon deValinger, Jr.; others to be announced.

International Relations: Robert H. Bahmer, chairman; others to be announced.

Microphotography: Dorothy Taylor, chairman; Martha B. Curtis, Leon deValinger, Jr., William L. Rofes.

Preservation: Gust Skordas, chairman; others to be announced.

Professional Standards and Training: Ernst Posner, chairman; others to be announced.

General Promotional Committees

Church Records: Edmund L. Binsfeld, chairman; Arthur J. Riley, Thomas T. McAvoy.

Municipal Records: Charles E. Hughes, Jr., chairman; James Katsaros, Elleine H. Stones.

Publicity: George E. Warren, chairman; others to be announced.

Records Management: Rex Beach, chairman; William Benedon, Louis J. Darter, S. J. Pomrenze, Robert Shiff.

State Records Committee: Mary Givens Bryan, chairman; Robert Brown, LeRoy DePuy, Philip Mason, Gust Skordas.

Special Committees

Joint Committee on Historical Manuscripts: Philip M. Hamer, chairman; Lucile Kane, Alice Smith.

Civil Defense Microfilm Program: Leon deValinger, Jr., chairman; Philip C. Brooks, Mary G. Bryan, David Duniway, Morris Radoff, Dolores C. Renze, Dorothy Taylor.

The following new members have joined the Society since November 1956:

Abraham B. Feldman, City of Philadelphia Records Center; Howard B. Gotlieb, Yale University Library; Almer K. Johnson, NARS, GSA, Atlanta; Karl Karsten, Bethesda, Md.; Robert H. Land, Library of Congress; Trusten Polk Lee, Regional Director, NARS, GSA, Chicago; William Ready, Marquette University Library; William L. Rofes, Olin Mathieson Chemical Corp., New York; Betty A. Standifer, Department of Health, Education, and Welfare, Kansas City, Mo.; Robert D. Stevens, Library of Congress; H. J. Swinney, Idaho Historical Society; Albert West, State Archives, Mass.; and Richard N. Wright, Onondaga Historical Society, Syracuse, N. Y. New members from FEDERAL RECORD CENTERS: Alexandria — Edwin R. Flatequal, Donald M. Zahn; Atlanta — William R. Coleman, Mary Connally Frost, Warren R. Wilson; Kansas City — Francis S. Vickers; New York — Vincent J. Mazzarino, Harry M. Silver, Hardin C. Waters. From the DEPARTMENT OF THE ARMY: John Holte Hagen, David H. Lockhart, Kenneth W. Munden. From the NATIONAL ARCHIVES AND RECORDS SERVICE in Washington: Frances Helen Beach, Terry Beach, Albert U. Blair, E. G. Campbell, Donald R. Gruver, Anne H. Henry, Sara D. Jackson, Lawrence L. Jacobs, Gaiselle Kerner, Barbara Ann Kessler, James W. Moore, Josephine Motylewski, John E. Nolen, George J. Olszewski, James E. Primas, Charles A. Sterman, Joe Doan Thomas, George S. Ulibarri, Philip R. Ward.

INSTITUTIONAL MEMBERS: Brigham Young University Library; Cedar Falls (Iowa) State Teachers College Library; Dakota Microfilm Service, Denver; Eleutherian Mills — Hagley Foundation, Inc., Wilmington, Del.; Nevada State Library; U. S. Military Academy Archives. MEMBERS ABROAD: Bibliotheek der Staatsmijnen, Jaleen, Holland; J. Bird, London; Institute for Administrative Affairs, U. S. O. M. Iran; Jackson Sons & Co. Booksellers, Ltd., Glasgow; and Koninklijke Shell Laboratorium, Armsterdam.

At its meeting last October 10, the Society's Church Records Committee decided that the bibliography it is now preparing should be restricted to printed materials containing information about church archives in the United States and Canada. All the items listed must relate to archives *per se* and not be mere historical accounts. They may include critical bibliographies or essays that are parts of larger works provided they contain pertinent information about archival materials. Each entry should include as complete a citation as possible of the work referred to and a very brief description of its contents. The Committee urges all members of the Society of American Archivists to contribute entries for inclusion in the bibliography.

The joint annual luncheon session with the American Historical Association was held in the Ivory Room of the Sheraton-Jefferson Hotel on Saturday December 29, 1956, at St. Louis, Missouri. Señor Javier Malagon Barcelo of the Pan American Union presided, and John P. Harrison, formerly of the National Archives and now with the Rockefeller Foundation, read a paper entitled "The Latin American Archives and the Scholar in the United States."

NATIONAL ARCHIVES AND RECORDS SERVICE

Two announcements made in the last issue of News Notes for the National Archives and Records Service need correction: (1) Orders for prints of the motion picture entitled "Your National Archives" should be sent to the Exhibits and Publications Branch, National Archives, Washington 25, D. C., with checks or money orders for $74.70, made payable to the Office of Information, Department of Agriculture; and (2) The date of issue of the *Federal Register* containing the first revision of the "Guide to Federal Record Retention Requirements," was August 28, 1956.

A second revision of the "Guide" (Appendix A to Title 1 of the *Code of Federal Regulations*) is to be published about the same time as this issue of the *American Archivist*. It will contain digests of all requirements of Federal law and regulation relating to the keeping of records by the public, in effect on January 1, 1957. Retention periods will be included, as well as references to the full text of the requirements.

The first complete revision of the *General Index* to the *Code of Federal Regulations*, published by the Federal Register Division, is now available from the Superintendent of Documents at $4.75 per copy. This 1012-page volume replaces the original 1949 edition of the index, which has hitherto been kept up-to-date by annual pocket supplements. It provides a single point of reference for finding any part of the text of the 50-volume *Code* as it was in effect on January 1, 1956. As in the case of the earlier edition, annual pocket supplements will be issued.

The "Annual Report on the National Archives and Records Service" for the year ending June 30, 1956, reprinted from the *Annual Report of the Administrator of General Services*, is now available as a separate. Records accessioned by the National Archives during the same year are described in *National Archives Accessions No. 53*. This issue also contains an article on "Recordkeeping Practices of the House of Representatives," by Buford Rowland. Both these publications are available on request from the Exhibits and Publications Branch.

Early in February the Office of Records Management held in the National Archives building a series of correspondence management workshops, each lasting a week. These workshops are to be duplicated in all the major cities in the Nation. As their name implies, they are intensive training courses emphasizing practical work assignments. Participants work together for a week on the practical problems involved in improving the quality and reducing the cost of Government letter writing. Specifically the workshops demonstrate practical methods of reducing reading time, writing time, typing time, reviewing time, filing time, planning time, and supply and equipment costs.

In the broad reorganization of the General Services Administration that has been going on for some months, the following changes in the organization of the National Archives and Records Service should be noted: Robert H. Bahmer is now Deputy Archivist of the United States; T. R. Schellenberg, Assistant Archivist of the United States for the National Archives; Herbert E. Angel, Assistant Archivist of the United States for Records Management; and Karl Trever, Special Assistant to the Archivist. Other changes, not part of the reorganization, are as follows: Victor Gondos has become Archivist in Charge of the Old Army Branch (succeeding Richard Wood); Robert W. Krauskopf, Acting Archivist in Charge of the Air Force and Modern Army Branch; Meyer H. Fishbein, Acting Archivist in Charge of the Business Economics Branch; and Albert H. Leisinger, Jr., Archivist in Charge of the Exhibits and Publications Branch.

LIBRARY OF CONGRESS

Some 75,000 papers of "Fighting Joe" Wheeler, Confederate Army officer and U. S. Congressman from Alabama, have been deposited in the Library by his granddaughter, Mrs. John Le Grand of Chapel Hill, N. C. Other papers recently received are the manuscripts of 24 of Maxwell Anderson's plays, the manuscript of a volume of his poetry, and a group of unpublished poems and accounts of his interviews with notables; 200 papers, 1919-44, of Leonard P. Ayres, economic advisor to the American delegation of the Dawes commission on German reparations; 3,000 of the papers of Edward Otto Taber of Pittsburgh, dealing principally with Czechoslovak-American sympathies and exertions, 1918-48; 1,500 papers, 1931-54, of Irwin Edman, Columbia University philosopher; and 1,200 papers, 1851-1953, of Edward Williams Morley, Western Reserve University teacher of chemistry. Existing collections of papers of the following men have been augmented: Nelson Wilmarth Aldrich, by 5,000 items, 1779-1906; Herbert Corey, by an unpublished biography and other papers; Whitelaw Reid, by various letters, 1830-1912; and Harvey W. Wiley, by 5 volumes of personal diaries.

Institutional collectors will find a deft expression in their behalf in an address given by David C. Mearns last year at the University of North Carolina, "The Very Essence of a Library," published in that university's *Bookmark* for August 1956. Mr. Mearns' assistant, Robert H. Land, has been chosen president of the Chesapeake Chapter of the American Studies Association; during the December annual meeting of the Modern Language Association in Washington, he presided at a joint luncheon of ASA and MLA. Michael Z. Vinokouroff has retired from the Descriptive Cataloging Division;

to him is assigned chief credit for having obtained for the Library nearly a quarter of a million papers, 1774-1917, of the Russian Church in North America.

As the sequel to a gift of $10,000 by Mary Pickford to George Eastman House, Inc., Rochester, N. Y., the Mary Pickford collection of motion picture films in the Library of Congress will probably be converted from nitrate to acetate base. A special despatch to the *New York Times* from Hollywood, November 28, 1956, announced that the Academy of Motion Picture Arts and Sciences, because of a shortage of funds, would be forced to suspend its financing of a program for aiding the Library of Congress in the reclamation of paper film prints of newsreel or documentary motion pictures originally filed with the Library for copyright purposes. More than 260,000 feet of such paper film have already been transferred to more lasting base.

The Card Division can now supply for 35 cents a selected list of references about the Library, "descriptive of its background, the nature and extent of its collections, and its many and varied activities and services." Paul M. Angle, director of publications for the Chicago Historical Society, has undertaken to compile a brochure on the Library, to be published by the Kingsport Press for free distribution as an example of artistic printing.

SUMMER TRAINING COURSE

The January 18, 1957, issue of the *News Letter from the Institute of Early American History and Culture* announces that the fourth annual summer institute on historical and archival management will be held at Radcliffe College June 24 — August 2 of this year, again under the direction of Lester J. Cappon. The course is open to 15 college graduates and employees of archival agencies, historical societies, and museums. Two full-tuition scholarships are available, applications for which must be received by May 15. Address inquiries to the Institute on Historical and Archival Management, 10 Garden St., Cambridge 38, Mass.

TECHNICAL DEVELOPMENTS

The Arbee Co., 95 Summit Ave., Summit, N. J., has announced a new laminating machine built on the clothes-wringer principle. The platens of the standard machine measure 24″ x 27½″, but machines can be manufactured to custom requirements.

The National Audio-Visual Association, Inc., 2540 Eastwood Ave., Evanston, Ill., has published the 3d edition of the *Audio-Visual Equipment Directory*. It is advertised to include specifications, photographs, and prices for more than 525 models of all types of audiovisual equipment.

Lester K. Born, formerly special assistant to the Keeper of the Collections, Library of Congress, but more recently cultural affairs officer of the U. S. Information Service of Manila, has digested, in a single article in the July 1956 issue of *American Documentation*, "The Literature of Microreproduction, 1950-1955."

The School of Library Science of Western Reserve University, in conjunction with its Center for Documentation and Communication Research, will present at Cleveland, Ohio, April 15-17, 1957, a comprehensive demonstration of systems at present in use for the organization, storage, and retrieval of recorded information, together with a symposium on information-handling problems and techniques.

FOREIGN NEWS

Argentina

At Buenos Aires, the Archivo General de la Nación, now under the direction of Roberto Etchepareborda, has acquired the manuscript section of the Biblioteca Nacional, and the sección de protocolos of the Archivo de Tribunales.

Australia

The inventorying of state archives and historical manuscripts is under consideration by the Australian Advisory Council on Bibliographical Services as an objective for the Australian Bibliographical Centre newly established in the Commonwealth National Library. That institution's New York liaison officer, Ira D. Raymond, will be head of the center.

Brazil

The new Museu Histórico e Diplomático do Itamaraty will collect and display both artifacts and documents pertinent to the diplomatic history of Brazil and will encourage diplomatic research and publication.

Through the cooperation of the Brazilian foreign service, steps are proceeding for the indexing of the documents in the archives of Lisbon and Madrid bearing on Brazilian history. The Comissão de Estudo dos Textos de História do Brasil will decide what documents will be copied and the manner of reproduction; and after the reproductions arrive at Rio, it will make recommendations as to their publication or preservation.

Canada

The Canadian press, cited in the *New York Times* for Jan. 15, 1957, reports that since the opening last April of the new Records Centre of the Public Archives of Canada in Ottawa, 36,310 square feet of storage space around Ottawa has been cleared and the contents have been removed to the new building. It is estimated that 2 years more will be required to move the records from an additional 500,000 square feet of storage space.

Colombia

Gaston Litton, Archivist of the University of Oklahoma since 1948, has been appointed director of the Escuela de Bibliotecologia at the Universidad de Antioquia in Medellín, Colombia, beginning Jan. 1, 1957. This appointment represents a collaborative effort for the training of librarians, archivists, and manuscript curators, in which the Rockefeller Foundation, the U. S. Department of State, and other American agencies are cooperating with the university of the department of Antioquia.

Cuba

Capt. Joaquín Llaverías, Director of the Cuban National Archives and dean of Latin American archivists, died on Nov. 23, 1956. His successor is Dr. Felix Lizaso.

Finland

Several years ago Archivist John E. Roos and State Archivist Yrjö Nurmio helped draw up a long-range program, sponsored by the American Historical Association and the Library of Congress, for the reproduction of certain historical documents. A sequel is the recent granting by the Ford Foundation of 500,000 Finnmarks for the microfilming of diplomatic notes in the Finnish State Archives addressed by the Secretary of State of Finland to the Tsar of Russia, 1809-1917. A copy of the microfilm will be deposited in the Library of Congress.

Great Britain

The British Association for American Studies is undertaking a survey of sources, both printed and manuscript, for American studies in the United Kingdom. The project is made possible by a generous grant from the United States Information Service in the United Kingdom. It is hoped that a reference work will result which will be a definitive guide to the location and general nature of all possible British source and research materials connected with the history, politics, economics, and literature of the United States and of any other British material that bears on them. American scholars who have worked in British libraries and archives and know of previously uncataloged material containing relevant matter are asked to write to the director, H. L. Beales, or to the Assistant Director, B. R. Crick, Survey of Sources for American Studies in the United Kingdom, c/o Institute for Historical Research, University of London, London W. C. 1.

After 9 years of negotiation, the Essex wills, 1400-1858, have been brought back to Chelmsford from Somerset House in London; they are now available to searchers in the Essex Record Office.

At one of the sessions of the Fifth Anglo-American Conference of Historians, July 12-14, 1956, M. F. Bond, Clerk of the Records, House of Lords, read a paper on "Record Offices Today; Facts for Historians," dealing primarily with archival developments around England.

Italy

Riccardo Filangieri, after 45 years of scholarly endeavor, is retiring from the post of director of the Archivio di Stato at Naples and from the archival superintendency of Southern Italy. Some of his colleagues and professional friends have organized a special committee, under the chairmanship of Prof. Ernesto Pontieri of the University of Naples, to collect appropriate cultural essays to be published in a volume honoring Sig. Filangieri.

Mexico

The Banco de Mexico has custody of most of the papers of Matías Romero, diplomat and financier in the latter half of the 19th century during the administrations of both Benito Juárez and Porfirio Díaz. The papers have recently been microfilmed in 72 reels, a set of which has been acquired by the Bancroft Library of the University of California.

The International Convention for Protection of Cultural Property, initially signed by 50 countries including the United States, did not come into force until August 7 last, 3 months after Mexico had become the requisite fifth state to add its ratification. The earlier states to ratify were Egypt, San Marino, Burma, and Yugoslavia.

Poland

Volumes 1-4 of Katalog Microfilmow cover the microfilming of rare books and manuscripts accomplished by the Polish National Library, 1950-55. Of the total entries 3,800, well over half, deal with manuscripts.

U. S. S. R.

A short account of the collections and services of the Leningrad library of the U. S. S. R. Academy of Sciences, written by G. A. Cebotarev, the librarian in charge, appears in the October 1956 issue of the *Unesco Bulletin for Libraries*. The second volume of the transactions of the academy's Moscow and Leningrad libraries discusses the academy's map and manuscript collections and its specialized library research facilities in Leningrad.

CALIFORNIA

Occidental College has acquired the F. Ray Risden collection of Lincolniana, said to be the most extensive Lincoln collection on the West Coast.

Stanford University has acquired, with the library of the late Bernard De Voto, his manuscripts and personal papers.

The Bancroft Library has acquired 74 volumes of the records of the Elk River Mill and Lumber Company at Falk, Humboldt County. During the summer of 1956, George P. Hammond visited England and Holland in the interest of extending the library's microfilm coverage of British documentary sources relating to 19th-century Mexico and Dutch material on colonial Latin America.

Arrangements have been made to house the records of the California-Nevada district of the Lutheran Church in the fireproof basement of the St. Paulus School in San Francisco. The part-time archivist for the past 5 years, the Rev. August Hansen, has been succeeded by the Rev. Theodore De Laney.

The photostating for the Academy of American Franciscan History of letters of the Catholic missionaries of California, 1769-1849, has drawn attention to a collection of more than 2,550 letters now in the archives of the Archdiocese of San Francisco. The collection initially formed a part of the archives of the Spanish and Mexican governors at Monterey.

CONNECTICUT

James Brewster retired as State librarian on Jan. 1, 1957; his successor is Robert C. Sale. The archives department of the library continues in the charge of Mary E. Smith, State Archivist.

Public act no. 339 of 1955, "An Act Concerning Management of State Records," has now been in effect a number of months. This act provides for a State record management committee consisting of the commissioner of finance and control, the attorney general, and the State librarian. The commissioner of finance and control is, ex officio, chairman of the committee.

Yale University Library's fine collection of manuscripts relating to Peru is described by Jerry E. Patterson in a bibliographical article in the May 1956 *Hispanic American Historical Review.*

DELAWARE

The University of Delaware and the Henry Francis du Pont Winterthur Museum have again announced a Winterthur program in early American culture, to initiate for the academic year 1957-58 five 2-year fellowships for graduate study.

GEORGIA

The Georgia Department of Archives and History, under the direction of Mary Givens Bryan, is housed in the former Rhodes mansion at 1516 Peachtree St., N.W., in Atlanta. Mrs. Bryan's headquarters are several miles distant from the State Capitol; but the State has now acquired for $450,000 a complete 6-story warehouse near the Capitol for use as an intermediate record center.

ILLINOIS

The mature experience of Margaret C. Norton as Archivist of Illinois is reflected in her 12-page article, "The Archivist Looks at Records Management," in the October 1956 issue of *Illinois Libraries.* The essay, she tells us, grew out of preliminary attempts to crystalize the thinking of the Illinois officials who were responsible for letting the contract for the recent record survey in Illinois.

Clyde C. Walton, formerly reference librarian at the State University of Iowa, has been appointed State historian of Illinois, to succeed the late Harry E. Pratt.

INDIANA

The papers of Thomas Taggart and Harry S. New, inadvertently mentioned in the preceding issue of this magazine as having been acquired by the Archives Division of the Indiana State Library, are private manuscripts, housed in the State Library's Indiana Division, which has the custody of such private papers of Indiana citizens as are turned over to the library. This division has recently received the private papers of the late Will Hays, U. S. Postmaster General and chairman of the Republican National Committee.

The Archives Division of the Indiana State Library is receiving 3,500 sets of plans of public buildings approved by the State Board of Accounts. The older plans will be microfilmed immediately, and the recent ones as they become 3 years old. Since 1951 all plans and improvements of public buildings costing more than $5,000 must be officially approved by the Administrative Building Council. The council may designate the Indiana State Library as the custodian of all such records.

KANSAS

The following members of the staff of Kansas State Historical Society contributed chapters to *Kansas; the First Century*, edited by John D. Bright, chairman of Washburn University history department, and published by the Lewis Publishing Co. of New York: Nyle H. Miller, the society's secretary; Edgar Landsdorf, assistant secretary; and Robert W. Richmond, State Archivist. The society has acquired 150 letters and documents of the Topeka physician Andrew J. Huntoon, certain materials related to the history of Iowa Point and Highland, and photostatic copies of significant George A. Custer papers privately held in Michigan.

LOUISIANA

The Department of Archives and Manuscripts of Louisiana State University has received official and family papers of Senator Edward J. Gay, his grandfather, Representative Edward J. Gay, and related families, sugar planters and commission merchants, 100,000 pieces, 1800-1925. Other significant accessions include papers of Orramel Hinckley, steamboat master; the Lanaux-Andry-Johnson families, sugar and rice planters; and the Southern Pine Association, principally 1915-48; and professional papers of François Delsarté of Paris, originator of a widely recognized system of calisthenics, 1830-99. Felix Kurtz has given to the university papers of Joseph Lakanal (1762-1845), French Revolutionary free-thinker and Louisiana college president; and to Tulane University documents and manuscripts pertaining to early Louisiana history.

MARYLAND

Vernon Tate, sometime member of the National Archives staff but more recently director of libraries at the Massachusetts Institute of Technology, has returned from a visit to Italy and is now librarian at the Naval Academy, Annapolis.

The *Twenty-First Annual Report of the Archivist* for the fiscal year, June 30, 1955, to July 1, 1956, is now ready for distribution. Other publications in progress are a new edition of the *Maryland Manual*, a revised edition of the WPA *Maryland Guide*, and a catalog of the county records of Maryland. This last work will also contain a history of the various courthouses and will be illustrated.

A vigorous effort is being made to collect all the surviving records of the Protestant Episcopal Church in Maryland, both for the colonial period and after. This work is now almost complete for the Diocese of Easton.

The microfilming of county probate and land records is continuing. All of the major probate series for all of the counties have now been filmed. The land records were filmed through the year 1850 by the Church of Jesus Christ of Latter Day Saints. The filming of later records is being carried on in several counties and has been completed for Calvert and Caroline counties.

MASSACHUSETTS

The Jacob Sieberg Museum, 64 Sigourney St., Jamaica Plain, Boston, announces that it preserves documents, publications, and other materials on the history of American Latvians.

MICHIGAN

A special dispatch from Dearborn, Dec. 17, 1956, to the *New York Times* announced a gift by the Ford Motor Co. and the Ford Motor Co. Fund of cash and acreage amounting in value to about 10 million dollars, for the establishment of a Dearborn center of the University of Michigan. The acreage includes the Henry Ford estate and mansion of Fair Lane, which has for the past several years housed the Ford Archives. The archives are scheduled to be moved soon to a new location in the north wing of the Ford rotunda.

The extensive source material assembled for the region of the Catholic Diocese of Marquette has encouraged the formation of the Baragaland Historical Society, the name deriving from that of Frederic Baraga, first bishop of Marquette.

MINNESOTA

Bruce C. Harding of Berkeley, Calif., has been appointed to the newly-created post of field representative of the Forest History Foundation, Inc. of St. Paul, Minn.

Among his special services Mr. Harding will help scholars and writers of business and economic history to obtain access to primary sources of forest history not now available to them. The work program of this nonprofit organization, supported by private contributions from individuals and corporate groups in both Canada and the United States, is now in operation throughout the continent. Questions concerning the program should be sent to the Forest History Foundation, Inc., 2706 West Seventh Blvd., St. Paul 16.

MISSOURI

The program arranged for the annual meeting of the American Historical Association, held in St. Louis at the end of December 1956, included several topics identified with archival activity. At a session on the writing of lumber history, Elwood R. Maunder, executive director of the Forest History Foundation, presented a paper about the foundation's work. At a session on the Vatican Library, four papers were presented about research opportunities in the Knights of Columbus Vatican Film Library at Saint Louis University, by Lowrie J. Daly and Edward R. Vollmer of that university's faculty, Stephen Kuttner of the Catholic University of America, and Paul O. Kristeller of Columbia University. At the luncheon conference of the Asiatic History Society, David Rowe of Yale University reported on new archival collections in modern Chinese history. John P. Harrison's paper at the luncheon conference of the Society of American Archivists is noted elsewhere.

Concordia Historical Institute at St. Louis coordinates the activities of a number of Lutheran district archivists and historians: 29 in the United States, 3 in Canada, 1 in Argentina, and 1 in England. The fourth conference of these archivists and historians was held about 3 years ago; and the fifth conference is scheduled to be held in October of this year.

NEW YORK

The 1956 convention of the American Documentation Institute was held in New York City at the end of December in conjunction with the annual meeting of the American Association for the Advancement of Science.

The Museum of Modern Art Film Library has succeeded in raising $50,000 to transfer from nitrate to triacetate film some of its film classics most threatened with decay.

At the 1956 annual meeting in Buffalo of the New York State Historical Association the Canal Society of New York was formed. DeWitt Clinton, a Buffalo lawyer and direct descendant of the governor, heads the new society, which welcomes members interested in the history, folklore, engineering, or other aspects of canalization in the State. The secretary and treasurer of the Canal Society of New York, to whom communications may be sent, is Richard Wright, Onondaga Historical Association, 311 Montgomery St., Syracuse 2, N. Y.

The Association of Records Executives and Administrators, formed in November 1955, adopted a constitution and bylaws at its regular monthly meeting of Jan. 9, 1957. Robert A. Schiff, president of the National Records Management Council, addressed the gathering on the protection of vital records. A printed brochure publicizing the activities of the association may be had from its secretary, Robert W. Humphrey, New York Stock Exchange, 11 Wall St., New York City.

NORTH CAROLINA

Two sessions of the annual meeting of the Southern Historical Association, at Durham, November 15-17, 1956, require special mention in this magazine. Philip M. Hamer, executive director of the National Historical Publications Commission, presided at a session the theme for which was "Editing the Papers of Great Men." Three panelists, Robert L. Meriwether of the University of

South Carolina, James F. Hopkins of the University of Kentucky, and William H. Runge of the University of Virginia, discussed their aims and experiences in assembling and arranging for publication the papers of John C. Calhoun, Henry Clay, and James Madison, respectively. At a joint session of the association and the North Carolina State Literary and Historical Association Gilbert Stephenson, president of the North Carolina association presided, and Christopher Crittenden, director of the State Department of Archives and History, led the discussion. D. J. Whitener of Appalachian State Teachers College and Henry S. Stroupe of Wake Forest College discussed respectively the history of the literary and historical association and the Department of Archives and History; and Richard Walser of North Carolina State College spoke on the North Carolina literary and historical awards.

An 8-page leaflet describing the services to the public available at the archives of the State Department of Archives and History has been released by H. G. Jones, State Archivist. One of the objectives is to disseminate knowledge that, as in most similar institutions large and small, the staff has not the time to do detailed genealogical research.

OHIO

Records of the Ohio Land Office, under the jurisdiction of State Auditor James A. Rhodes, are to be made more available to the public by microfilming.

Richard G. Salomon of the department of history at Kenyon College has been named archivist of the Ohio Diocese of the Protestant Episcopal Church.

Selma Stern-Taeubler, historian of Prussian Jewry, who came to this country in 1941 and has been archivist of the American Jewish Archives at Cincinnati, retired in June 1956 in order to continue her purely historical interests. The director of the Archives, Jacob R. Marcus, pays tribute to her effective work in the October 1956 issue of *American Jewish Archives*.

The 40th anniversary of the dedication of the Hayes Memorial Library and Museum at Spiegel Grove, Fremont, was celebrated in 1956 under the new official name of the Rutherford B. Hayes Library. The manuscript division has recently received important papers of Stanley Matthews, justice of the Supreme Court of the United States, including 3 scrapbooks, 1877-78, an unpublished biography, and various items of correspondence.

PENNSYLVANIA

Lehigh University has been given a $170,000 collection of rare books and manuscripts, to be known as the Honeyman collection.

The Library Company of Philadelphia is sponsoring a $5,000 fellowship for the academic year 1957-58 to enable the recipient to carry out an approved research project in the Philadelphia area.

The Sarah Mellon Scaife Foundation of Pittsburgh has made a grant of $15,000 to Harmonie Associates, Inc., to aid the Pennsylvania Historical and

Museum Commission in the restoration of Old Economy, a commission property at Ambridge. The site of important 19th-century activities of the utopian Harmony Society, Old Economy is now a museum possessing extensive records of the old society; the curator is Lawrence Thurman. The Scaife grant will be used to refurbish a document room and four administrative research rooms and will make possible the employment of a qualified indexer and archivist.

TENNESSEE

A project for the editing and publication of a selection of the papers of Andrew Johnson, President of the United States, has been initiated jointly by the University of Tennessee and the Tennessee Historical Commission. The editor is LeRoy P. Graf and the assistant editor Ralph W. Haskins, both of the history faculty of the university.

Gilbert E. Govan, librarian, and James W. Livingood, professor of history, at the University of Chattanooga will administer a $10,000 grant received from the Lilly Endowment, Inc., of Indiana, to advance the John T. Wilder collection of Civil War materials, which will be housed in the university's new library building.

The West Tennessee Historical Society has among its manuscript collections some letters and papers of several of the outstanding leaders of the Confederacy. In order to give more appropriate housing to these manuscripts and a documentary collection contingently bequeathed by Lee Meriwether of St. Louis, the society has arranged for headquarters space with the commissioners of Goodwyn Institute in Memphis.

TEXAS

The Rosenberg Library, Galveston, has published a limited edition of 200 copies of a *Samuel May Williams Book* (331 p.), compiled by Ruth G. Nichols and S. W. Lifflander, containing a brief biography of Williams and a calendar of his papers, some 4,000 items, which have been in the library's archives for a number of years. The book sells at cost for $10.

Among the materials that the Texas State Historical Association has received from individual donors and placed in the Eugene C. Barker Texas History Center at Austin are the manuscript diary, July 25, 1876, to Dec. 31, 1878, of R. C. Beale, an attorney who practiced in the courts around Corsicana, and several boxes of family papers, chiefly concerning Llano County in the late 19th and early 20th centuries.

The removal of important Texas archives to questionable storage facilities 4 miles from the Capitol is continuing to stir local ire. The president of the Texas State Historical Association, Paul Adams, publicly asserted that "Texas should have enough pride in these treasures to house and preserve them in a fireproof, damp-proof structure. The indifference that state officials have had for these documents should rouse every Texan to indignation."

VERMONT

A new professional group, the North American Association of Historic Sites Public Officials, was organized at Woodstock, September 27-28, 1956. The Historic Sites Commission of the State of Vermont (of which Richard G. Wood is now an ex-officio member as director of the State historical society) sponsored the organization meeting, which was attended by about 80 persons.

Olney W. Hill, Director of Public Records, State of Vermont Public Records Commission, distributes a concisely worded *Information Bulletin to City & Town Clerks* showing progress at the grass roots. Cavendish built a brand new brick building to house the town clerk and his records on one side and the town library on the other; funds for the town offices came from taxation and those for the library from public subscription. Brandon purchased an unoccupied brick building of solid construction formerly owned and occupied by a bank and promptly turned the bank vault into a record vault. Hartford, one of the larger towns, converted an old brick grammar school into a new municipal office building, with ample record storage space above the basement level. For the accommodation of the town clerk-treasurer and his records, Moretown, a small lumber-milling village, built a new wood-frame building with a concrete floor and a suitable vault.

VIRGINIA

Russell M. Smith has resigned as a manuscript assistant in the Alderman Library of the University of Virginia to accept employment in the Manuscripts Division of the Library of Congress. He has been succeeded by Robert E. Stocking.

WASHINGTON

A capacious new State office building, the General Administration Building, in Olympia, was completed and occupied during the summer of 1956. The building houses a record center and several departments of the State government but not the Washington archives proper. The record center is under the supervision of Robert C. Nesbit, State Archivist.

WISCONSIN

The State Historical Society of Wisconsin has announced a campaign for a $50,000 fund to honor its late president, D. C. Everest. One of the objects is to finance a business record survey supplemental to that of 1950.

The reputation of Madison as a center for the study of American labor history was started in the days of Richard Ely and John R. Commons. About 5 years ago the State Federation of Labor and the University Committee on Studies in American Civilization joined hands to promote the expansion of the State Historical Society's holdings in Wisconsin labor history. The society now has the papers of the American Labor Education Service and of certain pioneer workers colleges. With the society, too, the American Federation of

Labor, continuing as AFL-CIO, deposits its noncurrent records such as strike and research files, the Gompers papers, and the Green papers. The International Association of Machinists has named the society as its second depository and will house at Madison its noncurrent records of historical importance as well as restricted security copies of certain current records.

WYOMING

By appointment effective July 1, 1956, Dean F. Krakel has succeeded Gene M. Gressley as archivist at the University of Wyoming.

Collaboration by the State Archivist, Lola M. Homsher, with the State microfilm administrator, the county officers association, and the office of the attorney general, resulted in the drafting of three bills for consideration at the January-February session of the Wyoming Legislature. The bills propose to clarify existing law and broaden the microfilm program administered by Dorothy K. Taylor. Miss Taylor announces that the microfilming of 1956 Wyoming newspapers is now under way. A copy of the Centralized Microfilm Department's first biennial report, just released, can be had by addressing the department, Supreme Court Bldg., Cheyenne. The report shows the makeup of the department, describes the equipment in use, and comments on the production attained.

LATE NEWS

Word comes that Margaret C. Norton, Archivist of Illinois and dean of State archivists, has retired. Members of this Society expect that her counsel and help will still be available to her juniors.

The South Carolina legislature has recently passed and the governor has approved an act appropriating $400,000 for constructing the first unit of a State Archives Building.

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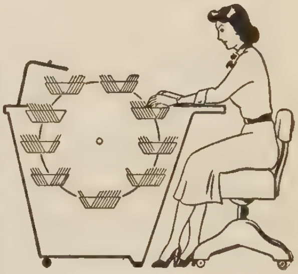

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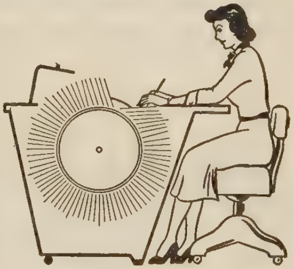

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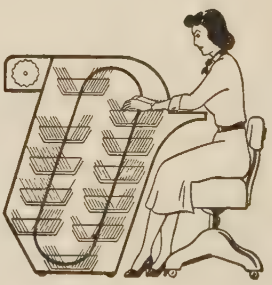

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The Preservation of the State Records in Poland

By JANINA WOJCICKA[1]

Library of Congress

THE Polish nation has a traditional understanding of the value of state documents and archives. The earliest Polish documents, generally the communications between the highest clerical and secular officials, were carefully preserved in the treasury of the Cracow cathedral. One of Poland's oldest documents, now extant only in copy, dates from the 10th century, when Prince Mieszko I put the Polish nation formally under the protection of the Holy See, thus making it a part of the Patrimony of St. Peter. Later, in the 14th century, the archival storeroom of King Casimir the Great in Wawel Castle in Cracow, modeled after the architectural plan of the Pope's castle at Avignon, was constructed. Here the oldest documents were stored in the Royal Treasury. One such document was the permission granted by Pope Urban V to Casimir to establish the first university in Poland in 1364.

The history of Polish archives during the partition period, between 1795 and 1918, is the subject of an article in the first issue of *Archeion*, a periodical which since 1927 has been devoted to the subject of Polish archives. The difficulty of preserving Polish records in the Austrian, Prussian, and Russian bureaucracies was enormous. In 1795, the partitioning powers agreed to divide the records in their respective areas. Russia occupied Warsaw and executed this provision with ruthless exactitude, to the point of breaking bound volumes.

After World War I the state archives of the Republic of Poland were organized by the decree of February 7, 1919. This enactment provided for a special Division of State Archives as part of the Ministry of Education and Religious Denominations. The Division gradually acquired control of the national historical records. Although municipal records and the large holdings of private and Church institutions were not within its direct responsibility, it, nevertheless, kept a watchful eye on such collections. The newly formed Republic of Poland sought by diplomatic means to obtain the restoration of Polish records from Austria, Germany, and Russia. The Polish-Soviet peace treaty of 1921 is an example of such an effort.

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[1] Paper read at the annual meeting of the Society of American Archivists in Washington, D. C., October 11, 1956. The author, Polish specialist of the Library of Congress, was lecturer in history at Cracow University, 1945-48, and received her doctoral degree there in 1947. A bibliography supplied by the writer has been omitted for lack of type with the proper diacritical marks.

Before World War II, the Polish state archives were divided in 17 state archival centers. Five of these centers were in Warsaw: the Main Archives, Old Records, Treasury Records, Educational Records, and the Central Military Archives. The Main Archives contained the *Metryka Koronna*, the royal records of Poland (1377-1794). There were also a great many private, municipal, and institutional record-holding agencies.

During the occupation of Poland by the Nazis from 1939 to 1945, the state archives of the territory annexed by Germany became part of the German archival network. All archives in the General Government came under the jurisdiction of the German General Directorate of Archives in the Reich's Ministry of Interior (*Direktion der Archive*). This office was in Cracow, at that time the capital of the occupation government. War and German and Soviet occupation brought much destruction to Polish archival records.

After the war the state gradually took steps to collect and preserve the remaining records. Archives, however, were not a priority problem. The 12 state archives of 1946 employed a total of 88 people, 47 of them scientific personnel. It was not until March 29, 1951, that a decree reorganized Polish archives.

Before 1947, the Polish Government was not entirely Communist. After the so-called election of 1947, however, Poland entered on a course of rapid communization of her political structure. In the intellectual world, the Communists met effective resistance, and even today there are limitations to Communist authority. But the government has tried to organize and control all Polish intellectual life, and archival matters are one of the many objects of its concern. The main role of archives and the purpose of archival science at present in Poland is to organize a body of source materials for a new conception of the nation's history. This new conception takes little account of the Polish struggle for independence from Russian domination and interprets the history of Poland as a class struggle of the Polish people to free themselves from the Catholic Church and from the privileged secular elements of the nation.

In 1951 the government took vigorous and thorough steps to mold intellectual activity to the new pattern. The decree of March

29, 1951, on Polish archives was a part of this general effort. It created a Main Directorate of State Archives attached directly to the office of the President of the Council of Ministers. The function of this new authority is to secure, collect, and select archival materials. The Main Directorate is required to register, record, and hold archival property. It is responsible for the management of the buildings that hold the records and for direct scientific research and publishing in the field of archival science. The right to decide what documents have value for historical research is an exclusive function of the archival authorities.

The decree of 1951 refers to state archival property. In 1952 an ordinance of the Council of Ministers defined state archival property as consisting of all archival materials of political, social, economic, scientific, or historical significance. Thus, theoretically, the extent of archival authority in Poland is tremendous. The vast bureaucracy of Communism generates a great deal of paper. In practice, however, the work of the archivist is much reduced by the exclusion of Communist Party, foreign affairs, internal security, and defense records from the domain of the Main Directorate and by the existence of extensive separate "working files" in the various ministries. And as documents that do not serve Communist purposes are neglected, there is a real danger that valuable records will be lost.

In January 1952 an ordinance of the President of the Council of Ministers established four different types of state archives under the Main Directorate: central (in Warsaw), provincial, district, and county. The provincial archives are housed in each of the provincial capitals. District archives serve as a link between central or provincial and county archives. The district organization is responsible for the archives of former provinces and for larger city record holdings. There are nine such district divisions. The county archives are required to obtain, select, and turn over to the provincial archives all materials existing in their jurisdictions. By the end of 1954, there were in Poland 94 archival divisions, including 2 central, 16 provincial, 9 district, and 67 county archives. The total number of persons employed in the system in 1954 was 682. The volume of Polish state archival records in 1955 has been estimated at 100,000 running meters, of which 60,000 were inventoried in the period 1945-54. Much of the volume of state holdings results from the confiscation of local and private records by the state and the entrance of the Communist government into economic activities previously carried on by private enterprise.

In 1953 an Archival Council of 22 members was established as an advisory staff for the Main Directorate. The primary function of this Council is to give opinions that will lead to the coordination of archival plans with the needs of current Polish historical science. It also furnishes technical advice on procedures for disseminating information, establishes priorities for materials, and lays down the principles that shall govern the formation of collections. Finally, it appraises the work done in the Directorate in selecting and inventorying materials and advises on questions of research, training, and the custody of materials.

The chairman of the Archival Council, Professor Tadeusz Manteuffel, is also Director of the Historical Institute of the Polish Academy of Sciences. Professor Manteuffel announced in 1955 at the Third Methodological Conference for Archivists that archival science is a service established to fulfill the objectives of the science of history. In Manteuffel's view, the two objectives of historical science in modern Poland are, first, to prepare a comprehensive Marxist synthesis of Polish history, and second, to destroy the falsifications of the so-called bourgeois historiography. This is very different from the pure guardianship of records.

The archives of Poland should be the venerable record of national life. The tragedy of the Polish archivist is that his interest in this record is now directed toward extraneous, political objectives. The archivist in Poland has great responsibility for the destruction as well as the preservation of records; but the government's policy aims at directing research according to Communist principles, limiting its scope, and denying historians access to certain fields.

Some expansion of the role of the archivist is evidenced by the fact that, for the first time, a Polish Communist delegation participated in the Second International Archives Round Table that took place in Namur (Belgium) in April 1955. Still the exclusion of many records, notably those dealing with foreign affairs and with military, police, and Communist Party activities, limits the usefulness of Polish archives. The local industrial, economic, and technical records generally are also excluded. The records of technical equipment are still classified and unavailable even to Polish archivists. The Main Directorate has been obliged to prepare archival exhibitions celebrating Russo-Polish friendship, the achievements of Communism in postwar Poland, and the Polish character of the history of Silesia.

A recent innovation was the establishment in April 1955 of a Publishing Council in the Main Directorate of Archives for the purpose of evaluating publishing plans. This council of seven has only two permanent members: the Chief of the Main Directorate and a representative of the powerful Institute of Social Sciences of the Central Committee of the Polish Communist Party.

The professional relations of archivists with other Polish scholars are, of course, a dynamic element in Polish intellectual life. For the present, the association with historians appears secure, at least until the history of Poland is established to Communist satisfaction. The relations with librarians seem to be less close than in the past. From 1945 to 1953 the Association of Polish Archivists and Librarians was a single professional union under the Central Council of Labor Unions. Since 1953 the professions have been separately organized. The association of the archivists with the innovators of machine record management is still in the future for Poland.

In conclusion I would emphasize the function of the Main Directorate of State Archives in Poland: It is an ideological establishment organized as a special branch of the Council of Ministers. Its mission is derived exclusively from the Communist nature of the state. It is primarily a propaganda arm of the Communist administration. No organization in the United States has a comparable function. Our National Archives has nothing in common with the State Archives in Poland.

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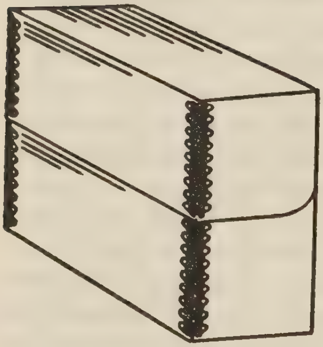

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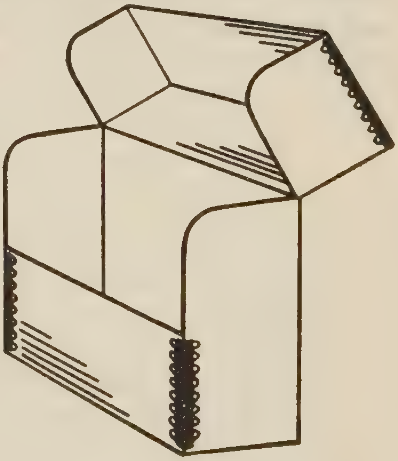

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Past and Present Hungarian Archival Collections

By ELEMER BAKO[1]

Library of Congress

THE origin of the Hungarian Archives reaches back to the establishment of the Hungarian kingdom at the turn of the 10th and 11th centuries. In the 12th century there was already systematic recording of historical events. The earliest sources in Hungary mention the Nador (Palatine, highest administrative dignitary in feudal Hungary before 1848),[2] who had been invested with the right of resisting the King to preserve the constitutional rights of the nation; and article 31 of the Golden Bull (1222), the foundation stone of the Hungarian constitution, stipulated that he should safeguard all documents of national importance.

Paralleling the Archives of the Palatine under the Angevin kings (1308-1395), new royal archives (*regale conservatorium*) were developed in Hungary; these archives were deposited at the *domus tavernaculis.* In 1526, the same year in which the Turks occupied the central regions of Hungary, the *domus tavernaculis* fell victim to the floods of the Danube. But despite the floods and the Turkish occupation, which lasted 200 years in central and southern Hungary, about 75,000 documents dated earlier than 1526 were preserved. These holdings were increased by the large amount of documentary material subsequently created in the Transylvanian principality and in the Hungarian territory subject to the Hapsburg kings.[3]

The first plan for a National Archives was proposed in 1701. The steps to its realization were interrupted by the fight for freedom from Hapsburg rule, led by the Transylvanian prince, Francis

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[1] The author, formerly assistant professor and lecturer in the universities of Debrecen (1939-44) and Munich (1947-51), is a scholar in Hungarian and Finno-Ugrian philology and is Hungarian specialist in the Library of Congress. In the following footnotes, the titles of articles in the Hungarian language are translated into English and enclosed in brackets.

[2] Alfréd Czobor, [A Plan to Establish the National Archives in 1701, and the Previous Way of Preserving the Country's Documents], in *Levéltári Közlemények,* 3:1-41 (1926).

[3] Julius Szekfü, "Archive," in Zoltán Magyary, ed., *Die Entstehung einer internationalen Wissenschaftspolitik; die Grundlagen der ungarischen Wissenschaftspolitik. im Auftrage des Landesverbandes der Ungarischen Wissenschaftlichen Gesellschaften und Einrichtungen* (Leipzig, 1932), p. 567-675.

II Rákóczi (1704-1711). In 1723 Hungarian legislation established the Universale Archivum Regni, but only in 1765 did the new institution officially begin to function.[4] By assigning to the Archivum the task of collecting and organizing private papers as well as state documents, the foundations were laid for a modern and more active archival policy in Hungary.

The idea of a centralized archival organization did not occur at that time.[5] The feasibility of such a development was limited by the existence of two classes of archival institutions, which reached the peak of their activity during this period: church archives, the most ancient among document depositories in the country, and municipal (county) archives, the oldest of which dated from the 13th century.[6]

Events took a decisive turn in favor of centralized archives after the Austro-Hungarian *Ausgleich* in 1867. The new Hungarian National Archives (1874) at Budapest incorporated many records of former central government agencies antedating 1848 and of the subsequent ministries of the Hungarian Government together with the records of the Vice-Regency Council of the Court Chancery and those of courts of justice and the Royal Supreme Court.[7] Thus the new institution comprised the most important and comprehensive documentation of historical events in the Carpathian Basin since 1109.[8]

The organization of the Hungarian National Archives under the authority of the Ministry of Interior and later the establishment of the Inspectorate of Public Holdings (1897-98) made Hungary one of the first countries in Europe to take legislative action centralizing archival collections on a modern administrative basis.[9] But the church and county archives were still independent of the National Archives, although Hungarian archivists repeatedly urged the organization of a fully centralized archival service.[10] The administrative setup under the Ministry of Interior did not encourage scholarly research. This unsatisfactory situation was somewhat improved when by Article No. 19 of 1922 the National Archives came under the supervision and direction of the Minister of Church and Cultural Affairs. The far-reaching new legislation set up a top organization for all public collections (*Országos Gyüjteményegyetem*), which was declared (by Article 11 of 1929) the highest supervising authority over all public collections in the country.

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[4] Czobor, in *Levéltári Közlemények*, 3:34.

[5] Gyula Miskolczy, [Establishment of the National Archives], in *Levéltári Közlemények*, 1:6-24 (1923).

[6] István Szabó, [Medieval Data Related to Archival History], in *Levéltári Közlemények*, 10:124-130 (1932); Géza Istványi [First Traces of Municipal Archives in the Fourteenth Century], *ibid.*, 15:245-249 (1937).

[7] Ernst Posner, comp., *Archival Repositories in Hungary*, (Washington, National Archives, 1944), p. 2.

[8] *Révai Nagy Lexikona*, 12:705 (Budapest, 1915).

[9] Suzanne Renée Dupuy, *Enquiry Concerning the Professional Education of Librarians and Documentalists* (Paris, UNESCO, 1950 [i. e. 1951]), annex 2, "Chronological Table of the Development of Professional Training," p. 1.

[10] Gy. Alapi, [Bringing Municipal Archives Under State Control], in *Levéltárosok Lapja*, 1:34-35 (1914).

This step had its advantages in that the church, county, town, and other collections, together with the state archival collections, became subordinate to the supervising authority of the National Archives.[11] But the administrative and personnel-training problems of the Hungarian archival services were neglected by the superorganization, although the new building of the Hungarian National Archives (opened in 1923 during the bicentennial of the establishment of the first National Archives) provided broad facilities for archival activities. In 1923 also the National Archives began to publish its quarterly, *Levéltári Közlemények* (Bulletin of Archival Science). One of the archivists of the National Archives, István Szabó, after studying the archival systems of Europe, suggested a new, well-balanced program for an up-to-date reorganization of the Hungarian archives.[12] In this program he proposed a centralized state-controlled organization of all Hungarian archives, with a single administrative and personnel policy.

Szabó's plan included all archival collections in the country. Following the Swedish example, he suggested certain exemptions if the owners or keepers of collections agreed to apply the rules of the state archives. The significance of Szabó's proposal lay in the fact that it upheld private ownership and thus substantially differed from later legislation nationalizing all collections in the country. According to his plan the Hungarian National Archives — under the supervision of the Minister of Church and Cultural Affairs — would have become the highest government agency in charge of all archives. It was proposed that four archival districts should be established with four district archives — in Budapest, Debrecen, Szeged, and Veszprém (or Pécs). If put into effect, Szabó's proposal would have resulted in a balance of centralization and decentralization in the archival field.

This important proposal, although warmly welcomed by Hungarian archivists, was not approved by the government, which at that time, because of the economic depression starting in 1929, did not favor far-reaching and costly administrative experiments. In 1935 the Hungarian archivists together with the librarians organized a new forum, the Association of the Hungarian Librarians and Archivists, which had special sections for each professional group, published yearbooks beginning in 1936, and organized separate national conventions for librarians and archivists. Szabó in 1938 prepared a modern "basic handbook" for Protestant Church archives, which incorporated important details of his broader original proposal.[13]

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[11] Bálint Hóman, "Entwicklungsgeschichte der ungarischen öffentlichen Sammlungen," in Magyary, *Entstehung*, in *Auftrage*, p. 538-558.

[12] István Szabó, [The Problem of Archives Protection in Hungary], in *Levéltári Közlemények*, 9:151-225 (1931).

Since the end of World War II radical changes have been made in the field of Hungarian public and private collections. Year by year, amid a nationalized economy, more and more owners or keepers of archives have found themselves financially unable to keep up their collections. The network of archival activities was tightened by the establishment of the Documentation Center of Libraries (*Könyvtári Dokumentációs Központ*) under the National Board of Libraries (*Országos Könyvtári Központ*) in 1949. A special course in documentation, provided by this "independent" information institute, gave special training to archivists, most of whom — the younger ones at least — had finished their studies in library science at the Library School in the Faculty of Arts and Letters of Budapest University. This school was reorganized in 1947; it requires 4 years of study with 1 year probation and grants diplomas to future university, municipal, and public librarians as well as archivists.[14]

After some legal preliminaries in which the intent ruthlessly to nationalize collections became visible, the final step was taken by Law No. 29 of 1950, which embraced all kinds of archives and collections, all matters concerning archivists and owners or keepers of collections, and — more important — every single document of historical value in the country.[15]

This law applied to all public archives, private archives of national interest, archives of public authorities and offices, archives of public interest, and documents of historical value. It ordered the establishment of a new top authority for archival matters, the National Board of Archives, under the supervision and jurisdiction of the Minister of Church and Cultural Affairs (later under the Minister of Education). This authority supervises and directs all archives in Hungary, with emphasis on the new district archives, which are gradually accumulating immense holdings from the dissolved church, county, town, and township archives and from collections of nationalized industrial and commercial enterprises such as banking houses.

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[13] István Szabó, [Regulations of the Archives of the Hungarian Reformed — i. e. Calvinist — Church; Valid from July 1, 1938]. See *Levéltári Közlemények*, 14: 336 (1936).

[14] See Dupuy, *Enquiry*, annex 2, p. 6, 7, 17.

[15] Decree No. 29/1950 of the Presidential Council of the Hungarian People's Republic — on the archives, in *Magyar Közlöny*, July 30, 1950, p. 946-952.

Under the law all functions of the public archives are set forth explicitly. The law cautiously circumvented the problem of the Church-owned archives; but a second ministerial order[16] interpreting the law "clarified" the problem. By declaring that the Church archives are "archives of public interest," it brought them under the immediate supervision and jurisdiction of the National Board of Archives.

According to the law the Minister is entitled to declare every archival collection in the country an "archive of national interest," — a definition that goes beyond local "public interest." After such a decision has been made the owners or keepers of the collection are obliged to follow all rulings handed down to them by the Board. They must supply information to the Board, set up a reference service, and prepare reference tools for their holdings. The Minister has the right to sequester and seize the archives, to take particular documents from their holdings, to fix prices unilaterally for compensating former owners, and to exclude all jurisdiction of the courts in such matters. The right to publish documents held in private archives may be denied by the owners only in instances when their "legitimate interests" would be violated; in cases of legal argument, however, after having consulted the Hungarian Academy of Sciences and the National Board of Archives, the Minister has the right of final decision. The transfer of proprietary rights to records is admissible between close relatives, including first cousins. In all other instances the state has preemption rights. Historical documents in other collections not owned by the state are subject to the same provisions. They are listed in a national register and can be nationalized at any moment in the "public interest."

The penalties provided in this law are extremely severe. Sentences can be imposed on offenders, ranging up to 3 years in prison, with additional fines for damages caused to the state by their unlawful actions.

It is quite natural that the personnel of the new Board and of the district archives, composed mainly of reliable Party members, should have isolated the old staff of the Hungarian National Archives and seized all collections. Recently the special Party interests found a more effective representative body in the Institution of the Hungarian Labor Movement (*Magyar Munkásmozgalmi Intézet*), a specialized team of Party historians, which was invested with specific prerogatives in selecting public documents throughout the country.[17] The law establishing these prerogatives (No. 185/1951/X.23./M. T.) focuses its attention not only on generally known categories of public documents but also on technical descriptions, production plans and factory documents, documents issued in the year of the first Bolshevik revolution in Hungary (1919) and during the last events of the Second World War (1944-45), and documents related to the labor movements or to Fascist political activities. The Institution of the Hungarian Labor Movement keeps these document collections under its own management and thus holds a key position in handling all available documentary material of political importance.

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[16] No. 1.610-26/1950 /VIII.8/ V. K. M.; No. 1.610-44/1950 /IX.24/ V. K. M. Both are printed in *Magyar Közlöny*.

This effort of the Party to get hold of all political documents in the country has its avowed purposes. As Erzsébet Andics, a leading Communist "historian," recently expressed it, "Marxist history writing has made its very first start in a country where the Marxist way of thought had hardly any tradition whatsoever." [18] In recent documentary publications a very limited number of hard-core Communist historians have done their best to attribute some anti-Western character to the fiercely democratic and America-loving Louis Kossuth — the great orator and Regent Governor of Hungary — in his fight against the Hapsburg dynasty in the 19th century. The same "historians" try to turn the Transylvanian princes Stephen Bocskay, Gabriel Bethlen, and Francis II Rákóczi into some sort of precursors of the Communist Party's underground fighters. Recent Hungarian history is tainted by many vicious falsifications, such as that concerning the role of Hungary's Premier, Count

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[17] *Hatályos könyvtárügyi jogszabályok gyüjteménye. Összeállitotta az Országos Széchenyi Könyvtár jogi munkaközössége* [Collection of valid legal regulations on library organization], comp. by the Legislative Unit of the National Széchenyi Library (1954), p. 247, 249-252.

[18] [Discussion of Historians in the Petöfi Circle, May 30 - June 1, 1956], in *Századok* (quarterly review of the Hungarian Historical Society), 1956, no. 3., p. 425-440. The quotation is from p. 433. See also Iván Borsa, "Das Archivwesen in der Ungarischen Volksrepublik," in *Archivmitteilungen*, 1953, p. 3-4, 52-55; Walter Nissen, "Über das Archivwesen der Ungarischen Volksrepublik," *ibid.*, 1956, p. 19-20; E. M. Kan, "The Development of Archives in Hungary" (in Russian), in *Istoricheskii Arkhiv*, 1955, p. 196-197; and Eva Steinmüller, "Zehn Jahre neue ungarische Geschichtsschreibung," in *Zeitschrift für Geschichtswissenschaft*, 1956, p. 369-376.

Stephen Tisza, who was the only member of the Austro-Hungarian War Council to vote against the declaration of war on Serbia. In fact, Tisza had been in favor of a strongly-worded diplomatic note demanding punishment for the instigators of the Sarajevo crime while simultaneously emphasizing the determination of the Austro-Hungarian Monarchy not to seek territorial aggrandizement.

The contradictory statements of the 19th and 20th Congresses of the Communist Party of the Soviet Union have greatly disturbed Hungarian historians and archivists. In the second Five Year Plan of the Hungarian historians (prepared in May 1956) criticism was expressed not only of Stalinism but also of Soviet historians and editors of documents. Just recently — during the discussions of the Petöfi Circle held in June 1956 — a radical change in the present practice of one-sided and short-sighted documentation was demanded.

The events in Hungary in the second half of 1956 generally reaffirmed the anti-Soviet and anti-Communist tendencies in public sentiment. Hitherto leading Communist historians such as Erzsébet Andics, Erik Molnár, and László Réti had to leave the country or, if they remained in Hungary, lost their influential positions. Fighting during the revolution caused severe damage to the public collections. Documentary deposits stored in the central building of the Hungarian National Archives were considerably damaged; exact details on these losses, however, are still not available.

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Archives in East Germany

By JOHN GAGLIARDO

University of Kansas

IN MAY of 1956 I determined that in order to find the materials necessary to finish a historical project in the field of 18th-century Prussian administrative history, I should have to go to East Germany. Through correspondence with a number of municipal officials I was able to obtain the names of certain archives that might contain the documents I needed, and subsequent correspondence with these archives confirmed the existence of some of the needed documents. As the contents of two archives, those in Potsdam and Magdeburg, were especially important for my work, I wrote the Prime Minister of the German Democratic Republic (East Germany), Otto Grotewohl, towards the middle of the summer, and was gratified to receive shortly thereafter a letter from his secretary, Herr Tzschorn, telling me that the Prime Minister saw no objection to my admittance to the country and that he had forwarded my letter to the State Secretariat for Universities (*Staatssekretariat für Hochschulwesen*), which would inform me of the formalities involved. The Secretariat responded almost at once, suggesting that I enter the eastern zone through Berlin, where I was to pick up my visa.

Reenforced by a letter from the chancellor of the University of Kansas, stating my official position in the university, I arrived in Berlin by plane in the middle of September, immediately entered the Russian sector of the city, and went to the offices of the State Secretariat for Universities, where I was most cordially received, and where I was given certification for the visa.

In Potsdam I had the opportunity of discussing various aspects of archival organization and administration with members of the State Archives Administration (*Staatliche Archivverwaltung*).[1] Some points brought out in these discussions will be of interest to American archivists and historians.

Archival activity in East Germany in the period 1945-49 was largely concerned with finding, rebuilding, or extending structures to replace the archives buildings that had been destroyed in World

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[1] Among these were Dr. Karl Höhnel, director, and two of his assistants, Messrs. Schwabe and Jentsch. Dr. Beck, director of the Brandenburg Main State Archives (*Brandenburgisches Landeshauptarchiv*) in Potsdam was also very helpful to me.

War II and with relocating many documents and materials that had been removed from archives for safekeeping during the war. Not until 1949 was much attention paid to the administrative and organizational problems of the archives.

East German archives are generally organized in six basic classes: state, city, district, administrative, business and industrial, and ecclesiastical archives. Among the state archives, the German Central Archives (*Deutsches Zentralarchiv*) in Potsdam is the repository for most of the documents previously housed by the German Imperial Archives (*Deutsches Reichsarchiv*) and has particularly large collections from offices of the Prussian central government in the period of the Second Empire (1871-1918), with emphasis on the Bismarck period. Many other documents taken from various places in Germany by the Russians after the war also have found their way into the Central Archives. A subsidiary division of the Central Archives, in Merseburg, contains the former Prussian Secret Archives (*Preussisches Geheimes Archiv*) and the Brandenburg-Prussian House Archives (*Brandenburg-preussisches Hausarchiv*). Each of the five constituent states of East Germany has a main state archives (*Landeshauptarchiv*), often with several subsidiary or attached state archives (*Landesarchive*). These subsidiary archives, most of which were founded originally as the central archives of the independent governing units then in existence, have in the course of German unification and consolidation become essentially regional archives, housing materials of all kinds from the area in which they are located. In general, under the present system of East German political division, each Main State Archives contains more materials from the central administration of the state than the subsidiary State Archives, which retain a stronger local and district orientation.

City archives (*Stadtarchive*), which contain historical materials relating to all kinds of municipal developments, were in a chaotic condition at the end of the war. Under a program designed to increase recognition of the importance of local history and to stimulate research in the field, city archives administration has been reorganized, both through the appointment of archivists in places where none had been before and through the amalgamation of city archives with district archives in places where the number of municipal documents did not justify the existence of city archives.

The district archives (*Kreisarchive*) were established in 1951 to accommodate documents from cities and communities not large enough to have separate archives. By 1955 such archives existed in all districts of East Germany.

Administrative archives (*Verwaltungsarchive*) came into being as the result of a law of 1951 requiring all administrative offices and posts of the government to maintain archives in order to remove materials no longer in use from the registers and files of those offices. Such materials are to be cataloged and preserved until they can be given over to the state archives. In some cases these administrative archives have been combined with city or district archives.

Nationalized industries have been required since 1950 to keep business or industrial archives (*Betriebsarchive*) for such materials as may be important for their history. In addition to formerly private business and industrial concerns, this requirement applies to the government's postal, trade, banking, and cooperative organizations.

Various church archives (*Kirchenarchive*), the basic organization of which has not changed since before the war, are also maintained. These include pastoral and episcopal archives, as well as the archives of the Evangelical State Church Council (*Evangelischer Landeskirchenrat*) in Eisenach.

In 1949 a central archival administration was set up. This agency, now known as the State Archives Administration, operates under the Ministry of the Interior and has its offices in the Central Archives in Potsdam. It coordinates and supervises the activities of the Central Archives, the various state archives of East Germany and the two schools for archivists that it established — the Institute for Archival Science (*Institut für Archivwissenschaft*) and the Technical School for Archival Matters (*Fachschule für Archivwesen*), both in Potsdam. Almost all other archives are subordinate either to certain special organizations or to the administrative agencies to which they are attached. For example, city and district archives are under the city and district counsellors respectively. In regard to some technical matters, however, all archives are under the control of the State Archives Administration, except the ecclesiastical archives. These are entirely independent of state control and are administered by the churches or church organizations concerned. In the exercise of its administrative duties, the Archives Administration makes use of certain agencies of the Department of Internal Affairs.

The present activities of the State Archives Administration in particular and East German archives in general seem directed to the following ends:

1. There is a great deal of effort toward coordinating and recording acquisitions and the contents of archives in order to help researchers to find materials and in order to put the newly acquired documents in the most suitable archives. Of considerable importance here are family archives of various kinds, which for one reason or another have come into archivists' hands since the end of World War II.

2. Much work has been done to establish extensive foreign connections for documentary exchange (through photocopying or microfilming) and to assist researchers of the eastern zone in finding foreign materials. Although naturally the most extensive cultural relations and exchanges until now have been with the Soviet Union and other countries of eastern Europe, a number of western European and American contacts have been reopened. The Archives Administration is eager to exchange publications and periodicals with American libraries and archives.

3. A building program for the archives of East Germany is under way. Much of the housing of documents is temporary because of the general housing shortage that goes back to the end of the war. The Brandenburg Main State Archives, for example, is still in one of the wings of the Orangerie in the park of the palace of Sans-Souci in Potsdam, with insufficient space and facilities. The Central Archives also is still there, but in 1955 a new building for it was begun. A general program for increasing the capacity of archives buildings and the amount of photographic and other technical equipment is under way. At present microfilming goes very slowly because of the lack of photographic equipment in all but the largest archives. It is often necessary to transport either the documents or the equipment from one place to another to get such work done.

4. One of the biggest and most important jobs undertaken in East German archives is recataloging the innumerable documents contained in them. This is necessary for two reasons: first, because many documents were destroyed in the war, separated permanently from their registers, or frightfully mixed and confused; second, because even where documents and registers were kept together, the registers, made for administrative purposes of government organizations when the documents first came into existence, are now at best most trying to use. The recataloging of many documents has now been undertaken and good, though scattered, results can already be seen.

In most cases the recataloging is designed to reduce document identification to a straight numbered series. The old registers list documents under certain general headings, which in some cases have several subheadings, and the documents are numbered from "1" under each heading or subheading. It is thus necessary, in referring to documents, to give the heading, subheading, and number. And, as many of the documents listed in the old registers have been destroyed, even these numbers do not run consecutively. The new registers retain the headings and subheadings with little change, but within any one register volume the document numbers run consecutively from "1" to the end of that volume. These new registers of course list only documents on hand in the archives and not those that have been moved or destroyed since the old registers were made.

Archives employees themselves engage in a wide range of activities. In addition to their regular work of classification and cataloging, they write historico-geographic sketches of areas from which particular groups of documents come; and, since many archivists are trained also in fields such as history or law, they often write monographs on the documentation in those fields.

5. The State Archives Administration has itself published a number of books; and, together with publications of the state archives, this series forms a considerable body of literature. Since 1951 the Archives Administration has published a quarterly periodical, *Archivmitteilungen*, which contains articles of general archival interest, and some with a more specific attention to East Germany's own contemporary ideological interest. Among the books published by the Archives Administration, one that might be of special interest to American archivists and historians is *Archivar und Historiker*, no. 7 in the Administration's book series. One of the articles in this work is a careful study of the losses suffered during the war by the old German Imperial Archives. Publications of the state archives (some of which are still in preparation) include reviews of the contents of the following archives: Deutsches Zentralarchiv, Potsdam and Merseburg, 2 vols.; Brandenburgisches Landeshauptarchiv, Potsdam, 2 vols.; Sächsisches Landeshauptarchiv, Dresden; Landeshauptarchiv Sachsen-Anhalt, Magdeburg, 3 vols.; and Thüringisches Landeshauptarchiv, Weimar.

For further information concerning the organization and administration of archives in East Germany, one should examine *Archivmitteilungen*, 1956, vol. 6, part 3 (Deutscher Zentralverlag, Berlin), from which a part of the material for this article has come; also "Das Verwaltungs-Archiv" and "Das Kreisarchiv," in no. 2 of the book series of the Archives Administration, *Archivarbeit und Geschichtsforschung* (Rütten und Loening, Berlin, 1952).

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The Overseas Record Program of the Department of State

By FRANCES T. BOURNE[1]

Department of State

TO THE student interested in the foreign policy of the United States and its effect on international affairs, there is probably no more valuable source than the records of the Department of State and the Foreign Service. The Department's Historical Division (formerly the Division of Historical Policy Research) has published many important documents relating to the history of our foreign policy since 1861 in the series entitled *Foreign Relations of the United States.* Other publications have been issued from time to time on specific aspects or events of importance in our foreign affairs, such as our relations with China and Japan and our participation in certain international conferences. But a much greater wealth of source material remains unpublished among the archives of the Department in Washington. The Department's central file through the year 1939 and post files through the year 1935, with certain exceptions, are now in the National Archives, where those through 1929 may be freely consulted by qualified researchers.

In order to ensure adequate documentation of its activities and maximum usefulness of its records, the Department of State inaugurated a methodical and continuing record management program in the fall of 1949. Previously the Division of Communications and Records and the Division of Historical Policy Research had divided the responsibility for handling record problems, dealing with each separate problem as it arose. A record retirement unit had been established in 1944 to handle inactive Departmental files until they became eligible for transfer to the National Archives. But a committee on records and archives of the Department's Reorganization Task Force, appointed in 1948 to study and report on the Hoover Commission's recommendations concerning the Department, recognized the need to provide more systematically for the increasing quantities of records that had accumulated in the war and postwar years. On the basis of the committee's recommendation, approved by the task force, the Department appointed its first record management officer in November 1949 with full authority to manage the records of the Department and the Foreign Service.

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[1] Revised version of a paper read at a meeting of the Interagency Records Administration Conference at the National Archives, February 17, 1956. The writer is a member of the Records Management Staff, Division of Records Management, Department of State.

Although the purpose of this article is to discuss the Department's program for post records, a brief preliminary description of the overall program is desirable. The record management officer was assigned the following responsibilities on November 25, 1949:

> the development of standards for the adequate documentation of the activities of the Department and Foreign Service; the establishment of policies and procedures regarding the creation, organization, and maintenance of records throughout the Department and Foreign Service; the selection, preservation and custody of those records having administrative, legal, research or other value; the development of orderly and systematic plans for the disposition of those records having no further administrative or other value; and the establishment, in conjunction with the Division of Central Services, of standards for types and quantities of records equipment and supplies.

In order to carry out these functions, a record management staff was recruited. The maintenance of the so-called central file of the Department continued as a line operation under the general direction of the record management officer. In the summer of 1950 the Department obtained permission from the General Services Administration to establish its own depository for the storage of inactive records; and this depository, known as the Records Service Center, also came under the supervision of the record management officer. In March 1955 the record management program achieved division status within the Department. There are now three separate units within the division: a Records Management Staff, responsible for the staff functions and technical guidance of the program; a Current Records Branch, responsible for maintaining the Central File of the Department; and the Records Service Center, responsible for storing and servicing the less active records of the Department and Foreign Service.

The development of an effective management program for post records has been one of the jobs of the Records Management Staff. Considering the quantity and complexity of the field records in 1949, much progress has been made; but a great deal of work still remains to be done. At present there are some 236 Foreign Service posts, excluding consular agencies and special missions, throughout the world. They range in size from our large embassies in London and Paris with complements of several hundred persons each, to small posts in such places as Antofagasta, in Chile, and Isfahan, in Iran, having no more than two or three American employees. Some of the European missions have existed since the establishment of the Federal Government; other posts have been opened or closed during the intervening years according to the interests and needs of the Government.

During more than a century and a half these posts created and accumulated a large volume of records. Before 1950 the Division of Communications and Records and the Division of Historical Policy Research worked with the staff of the National Archives to obtain authorization for the disposal of certain types of administrative and consular records of only temporary value and to retire most of the post records predating 1936 direct to the National Archives. Before 1949, however, no attempt had been made to prescribe uniform filing procedures, except for a file-classification scheme, or to establish a systematic plan for the retirement or disposal of post records. No figures were available on the volume of post records, the amount of equipment and space they occupied, or the number of persons employed to deal with records at each post. No information was available either concerning the degree to which records were centralized or decentralized within the larger posts.

At the outset of the program the Division of Central Services supplied some valuable statistical information from its 1950 property inventory. This revealed that there were in the field about 25,000 file cabinets occupying about 300,000 square feet of space. These cabinets, if they were filled, represented a volume of some 200,000 cubic feet of records. There was, moreover, a large volume of records stored on shelves or packed in crates. The first annual statistical report to the General Services Administration (GSA), therefore, estimated post record holdings on July 1, 1950, at 235,000 cubic feet. An inventory of files taken in 1952 revealed that this figure was about 10% too high. The report to GSA as of June 30, 1956, showed that record holdings had been reduced to 140,759 cubic feet, 40% less than 6 years before.

In addition to the statistics on post records available in 1950, there was need to acquire more information on post record operations and problems than could be gleaned from the meager correspondence on the subject. In June 1951 the first inventory of Foreign Service records was taken at the Paris Embassy as a direct result of the Embassy's repeated requests for on-the-spot technical assistance. A record management survey team was sent to Paris, but, before its departure, the Embassy was instructed to take an inventory of files, both to indicate the scope of the record problem and to serve as a basis for the team's work. The results on the whole were so worthwhile that it was decided to have the embassies in London and Rome take similar inventories in the same year.

On the basis of the information derived from these three inventories a circular instruction was issued in May 1952 to all posts, except those in Iron Curtain countries, requesting each to take a file inventory. By the end of 1952 virtually all posts had complied with this instruction, and for the first time the Department had some basic and up-to-date information about post records to use in developing an effective record management program. In addition to providing more accurate statistics for the annual report to GSA, the inventories have proved useful in many ways not contemplated at the time. They have served as a basis for preparing record disposition instructions to posts that have been closed since 1952, as a valuable training aid for record and other administrative personnel being assigned to specific posts, and as a basis for the major record retirement project undertaken in 1955-56. Although the regional bureaus were unwilling in 1952 to make the file inventory an annual reporting requirement, it is hoped that a biennial or at least a triennial inventory will be agreed upon.

In order to carry out an effective post record management program and to provide the necessary technical guidance to post record personnel, it was the hope of the record management officer that area and regional record officers might be appointed. Because of budgetary restrictions, however, it has never been possible to set up such a regional record organization and the record management program continues to be directed entirely from Washington. To gain more familiarity with post record problems and to provide on-the-spot technical assistance, as in Paris, several members of the Washington staff have made field trips. In the past year the Chief of the Records Management Staff made a 9-week trip to 26 posts in Europe and the Near East and participated in a consular conference held in Mexico City to study and revise visa-issuing operations. Close liaison is maintained with other administrative units of the Department that do have regional staffs, as well as with the Foreign Service Inspection Corps, members of which visit each post every 2 years and report on communication and record problems besides other matters. These inspectors are briefed on the record management program and specific field problems each January before they start their rounds; so their detailed reports are particularly valuable. Additional information is obtained through interviews with record personnel coming through the Department for consultation before home leave and reassignment. Thus it is possible to maintain relatively close relations with the field despite the lack of a regional record organization.

The responsibility for record management within a Foreign Service post is delegated by the principal officer or chief of mission to the administrative officer in all posts large enough to have such an officer. Depending on the size of the post and its personnel, the administrative officer may further delegate this responsibility to a general service officer or to a communication and record supervisor. The person, however, in immediate charge of the central file, which every post is required to maintain, is usually known as the record supervisor. Again, depending on the size of the post, there may be one or more mail and record clerks assigned to the central file operation and responsible to the record supervisor.

The security officer at a Foreign Service post also plays a part in the record management program. He is concerned with keeping classified records segregated from unclassified material, ensuring the proper physical protection of classified material, and keeping the volume of classified records as small as possible through the prompt destruction of material eligible for disposal, the retirement of noncurrent records to Washington, and the downgrading or declassification of documents whenever possible. Periodic survey reports by regional security officers are made available to the Division of Records Management for its information.

As mentioned above, each post is required to maintain a central file, consisting of official incoming and outgoing communications, staff memoranda, reports, and other types of post records, arranged according to a decimal classification scheme. The classification system in current use was issued in November 1948. A revision of the earlier and more complex system in use since 1924, it was prepared by a Departmental committee consisting of representatives of the Division of Communications and Records and the Office of the Foreign Service. Although it bears some resemblance to the decimal classification system of the Department's central file, it is much less complex because no individual post has records with the breadth of subject matter found in the Department's central file. At present the Foreign Service Records Classification Handbook needs revision and expansion and, in view of the current personnel integration program being crried out under the Wriston Committee recommendations, some consideration is being given to correlating the two filing systems to the extent desirable for the posts. The following advantages might be derived from such a coordinated system:

Departmental and Foreign Service personnel henceforth would have to familiarize themselves with only a single classification system;

Preclassification of communications sent out by the Department would be possible, thus reducing a post's filing workload and assuring the same classification of identical communications by all posts;

The classification system could be kept up to date much more easily by the classification staff of the Department's central file;

The evaluation and retirement of post records would be simplified because duplication in the Department's central file would be much easier to check.

Under such an integrated system each post would use only those available breakdowns of subject matter within the classification scheme that it actually needed.

Whereas before World War II the majority of posts maintained their records centrally, the expansion of Foreign Service activities and staff during and after the war has resulted in a trend towards the decentralization of certain types of files. Some of the larger posts had personnel in two or more buildings so that it became impossible for the central files to render efficient service. Lack of trained record personnel also made it difficult for the central files of many posts to provide good reference service; this resulted inevitably in staff members' retention of official records in their own offices. It was found, moreover, that certain kinds of records (such as personnel folders; visa, passport, and citizenship case files; budget and fiscal records; and commercial correspondence and reports of an ephemeral nature) could be kept more efficiently on a decentralized basis by the operating offices concerned.

Since the war there has been an increasing trend towards decentralization of files because of the critical need for security. If, however, the principal officer and the record supervisor, with the concurrence of the security officer, agree that certain circumstances justify the decentralization of specific series of files, the Department sanctions such decentralization provided that centralized control over them is constantly maintained. In other words, the record supervisor should always be informed of the existence of decentralized files, should provide necessary technical guidance for their maintenance, and should maintain active liaison with the office concerned in order to promote centralized reference service for the staff, ensure proper disposition of the files, and fulfill the record reporting requirements to the Department.

Before 1950 the Department was not adequately staffed to furnish much technical guidance to record supervisors, and the idea of record management was almost totally lacking in the field. The record management officer early recognized the need for making policies on all aspects of Foreign Service record management and for developing standard procedures. In September 1952, accordingly, the Department issued a Foreign Service Records Management Handbook.

Part 1 of the handbook explains the purpose of a record management program, cites pertinent laws and regulations, and outlines standard procedures for routine file room operations. It also contains basic instructions for the retirement, transfer, and disposal of post records. Because it was realized that many posts, lacking guidance from the Department, had devised their own systems and procedures, which were probably working satisfactorily, and that the differences in the size and location of Foreign Service posts would necessitate adaptation of any recommended uniform procedures to meet local needs, the provisions of part 1 of the handbook were not made mandatory. Most posts, however, recognizing the advantages of uniform procedures, have followed these provisions with only such slight variations as are required by local needs.

Part 2 of the handbook, a consolidated listing of all existing disposal authorizations available to Foreign Service posts, has always been considered mandatory. Before 1949 about a dozen Foreign Service circulars had been issued containing disposal authorizations for some types of administrative and consular records, but their coverage was comparatively limited and the form in which they were issued made their application difficult. In the handbook they have been rearranged on a functional basis with more than a hundred new authorizations to form a single record disposition schedule. Additional authorizations and revisions of existing authorizations have been issued from time to time since 1952 as supplements to the handbook.

It is now estimated that about 90% of all post administrative records are covered by the schedule. About 80% of all consular records have been scheduled, including visa and shipping and seamen files. It is hoped that similar schedules covering passport and citizenship case files, welfare and whereabouts files, and other consular records pertaining to notarials and deaths and estates of Americans residing abroad can be prepared in the near future. The commercial reporting records and trade opportunity correspondence now scheduled for disposal probably amount to 25% of all economic records.

Much work remains to be done in scheduling the records of long-term value created and accumulated in connection with a post's economic and political reporting functions. This job will require an extremely careful analysis and evaluation not only of post records but also of related records kept by the Department. Though a large percentage of the post records having long-term value are undoubtedly duplicated in the Department's central file, the complexity of the Department's central classification system and the differences between it and the post systems have made the checking for duplication difficult. Experience, moreover, has proved that the greater concentration of political and economic documents relating to a particular country or area in a post's central file often makes them more useful for research than copies of the same documents distributed through the Department's extensive central file. A post's file also often contains valuable related records acquired from a foreign government or local source that are not duplicated in the Department's files. For these reasons the scheduling of economic and political reporting records will proceed slowly.

In the scheduling done so far, an effort has been made to adopt the most practical approach possible. Insofar as possible each item on a schedule has been described so as to correspond with the way in which the records are filed. This method of scheduling ensures easy identification of the records described and facilitates their disposal after the prescribed retention period. In the 4 years since the consolidated schedule was issued an ever-increasing volume of records has been reported destroyed by the posts. The annual reports for 1955, submitted by 222 posts, showed a total destruction of 22,719 cubic feet of records — about 10,000 feet more than were reported for each of the 2 preceding years. As the coverage of the schedule is extended, the volume of records eligible for destruction in the field will far exceed that of records of enduring value that will be retired to the Department's Records Service Center in Washington.

Part 3 of the handbook has been designed to provide uniform procedures for the organization and maintenance of specialized types of files not included in a post's central file. At present part 3 covers only contract files, which have presented a special problem at certain posts. Plans are under way, however, to include sections on visa, passport and citizenship, and other types of decentralized files that will tie in directly with the disposition instructions provided for these types of files in the record disposition schedule. In this way the Records Management Handbook will eventually provide instructions not only for the current maintenance of specific series of post files but also for their retirement and ultimate disposition when they become inactive.

The retirement of inactive post records not eligible for disposal is an important phase of the disposition program. There are two stages in a post's record retirement program: the removal of inactive records from filing equipment and space in the operating offices to a storage area within the post to make room for current files, and the transfer to the Department's Records Service Center of those series that are considered of long-term value. Although Foreign Service officers are no more anxious to retire inactive files than are departmental officials, the record supervisor or administrative officer can enforce compliance to some extent through control over the issuance of filing equipment. Many posts do not have enough satisfactory space for the storage of inactive records, but part 1 of the handbook recommends their retirement and provides specifications for shelving and cardboard containers to store them. Meanwhile, the Records Management Staff is working with the Foreign Buildings Operations staff to see that proper space for the storage of inactive records is provided in all new buildings.

As for the retirement of inactive post records to Washington, the majority of posts by 1948 had complied with the Department's instruction to ship all files predating 1936, except records eligible for disposal, direct to the National Archives. Because of lack of time and of trained record personnel and the condition of many of the old records, a good deal of disposable material did find its way into the National Archives and had to be listed for disposal by the National Archives. To prevent a recurrence of such needless handling of post records, the Department stopped the direct transfer of records from posts to the National Archives soon after the establishment of the Records Service Center in 1950. No records may now be shipped to Washington without the approval of the Department. An exception to this rule is made in the case of posts in critical areas or Iron Curtain countries, which have standing authorization to retire all records not required for current operations and yet not eligible for disposal. During the period 1950-55, a large number of posts were authorized to retire inactive records, and some 11,000 cubic feet of post records were thus accessioned by the Records Service Center.

Although the need for establishing a systematic plan for the retirement of post records had been recognized in the early days of the record management program, it was not until the spring of 1955 that steps were taken to put such a plan into effect. Instructions had been issued in July 1950 requiring that henceforth the central file of every post should be kept in 3-year blocks, instead of being maintained on an annual basis. For this reason it was decided to authorize the transfer to the Records Service Center of all classified and unclassified post records of enduring value through the year 1949.

This plan was unanimously approved by the regional bureaus of the Department. A preprinted instruction form was devised; and, on the basis of a careful review of each post's file inventory submitted in 1952 and a check to see what records, if any, had been retired since 1952, each post was authorized to ship specific series of files. By the end of December 1955 instructions had been sent to all posts that had records eligible for retirement. In compliance with these instructions, approximately 2,700 cubic feet of post records were received in the Records Service Center during 1956. From the records processed by the Records Service Center so far, it appears that the majority of posts followed instructions very well and that the volume of disposable material included in the shipments was negligible. A few posts were unable to ship their records during 1956; so the retirement project is still not completed.

The retirement of post files through the year 1949 is just the first step in establishing a systematic retirement plan for the future. After this major project is completed, each post will be placed in one of three classes, depending on various considerations, such as security, the location of the post, the volume of its record holdings, and available storage space. The posts in class 1 will be authorized to retire their first 3-year block of records, covering the period 1950-52, in 1957; those in class 2, in 1958; and those in class 3, in 1959. The following year posts in class 1 will be authorized to retire their second 3-year block, and so the retirement plan will proceed according to a 3-year cycle. It will mean that a post, depending on the class in which it is placed, will never have in its custody more than a 5 to 7 years' accumulation of files, which should be more than enough for operational needs. More important, however, for the first time posts will be able to plan in advance for the retirement of files, the regional bureaus will be able to budget for the expense involved, and the workload will be staggered both for the Records Management Staff and the Records Service Center. To insure compliance with the plan, its provisions are being incorporated in the Foreign Service regulations pertaining to record management and will be outlined in more detail in the Records Management Handbook.

The post record management program described above cannot be carried out without capable and trained record personnel in the field. The importance of training has been recognized from the start of the program; but lack of staff, budgetary restrictions, and other considerations have prevented a full-scale record training program. Under the auspices of the Foreign Service Institute, classes for Foreign Service clerical and record personnel were begun in 1948. With the assistance of different Foreign Service record supervisors assigned to the Department for a year at a time, lectures and some laboratory training were given to these classes of new recruits. This program, however, had to be discontinued in the summer of 1953 because of reductions-in-force and was not begun again until July 1955. The classes consist largely of secretarial and clerical employees, who now receive about 4 hours of record training as a part of their general orientation course.

In order to provide more specialized record training for mail and record clerks and record supervisors than had been possible since 1953, two new positions were added to the Records Management Staff in the fall of 1956, to be filled by qualified Foreign Service record supervisors on a 1-year or 2-year Washington assignment. Their primary responsibility is to give to new record personnel as much training as time permits. The majority of new record people will spend at least a week with the Records Management Staff before going to the field. Carefully supervised training and practice in file classification and in the analysis and arrangement of post records retired to the Records Service Center can now be provided by experienced supervisors. At the same time, while serving in the Department, these supervisors will themselves receive advanced training from members of the Records Management Staff and have a chance to acquire more professional background and competence through their working relations with others in the archival and record management fields and through special courses under the sponsorship of the American University and the National Archives.

In addition to the advanced training given the record supervisors selected to fill the two positions on the Records Management Staff, arrangements have been made from time to time to allow other supervisors to spend 1 or 2 weeks in the Department at the end of their home leave. This kind of training has usually proved more effective and worthwhile than that for new recruits because the supervisor who receives it has had actual file room experience and usually wants help on specific problems. The periods of training are mutually advantageous because the Records Management Staff can learn a great deal about record procedures and problems at various posts in the process of providing training.

In addition to the training for record personnel, classes are now also being conducted for new Foreign Service officers, many of whom will probably serve as administrative or general service assistants and should have an understanding of the importance and standards of effective record management. From time to time special courses are given at the Foreign Service Institute for Foreign Service personnel of exceptional administrative ability, and these courses include 1 or 2 days' intensive record training and staff discussion of record management principles, procedures, and problems. The Records Management Staff also briefs members of the Foreign Service Inspection Corps, communication and record supervisors, administrative and general service officers, and security officers as the need arises. So far it has not been possible to provide any on-the-job training in the field except what has been done in the few field trips made by members of the Records Management Staff.

Another important aspect of the Department's post record management program is its close working relation with other Federal agencies that have responsibilities for overseas operations. At many posts the military, naval, and air attachés occupy space in the embassies, but their records remain under the jurisdiction of the Department of Defense. The records created or accumulated by representatives of the Agriculture and Treasury Departments are, for the most part, maintained separately from the post's files and their disposition is usually determined by the Department working with the agency concerned. The labor and commercial attachés, however, serve as Foreign Service employees subject only to the general technical direction of the Labor and Commerce Departments, respectively; and their files are accordingly considered post records although they are often kept separate from the central file.

The relation of the Department of State with the United States Information Agency and the International Cooperation Administration is close. Until August 1953, when the United States Information Agency was established, the overseas information program operated under the Department. Since that time there has been little change in the method of maintaining USIS[2] records at most Foreign Service posts. At many of the larger posts USIS files were decentralized even before 1953, with the possible exception of a relatively small volume of classified records kept in the post's central file. In small posts, however, the USIS records still usually constitute an integral part of the post's central file. The disposal authorizations covering USIS records obtained by the State Department and issued as a part of the Records Disposition Schedule in 1952 are still being applied. Recognizing the need, however, for a more detailed breakdown of subject matter covering an expanded information program than exists in the Foreign Service Records Classification Handbook and for a uniform filing system, USIA decided to issue its own Records Management Handbook. This handbook, embodying an alpha-numeric classification system, was issued in December 1955 for use by the USIS missions maintaining decentralized files. The USIS missions using a post's central file will continue to do so and their records will continue to be filed under the Foreign Service decimal classification system. Under present administrative support arrangements, inactive USIS files not eligible for disposal will be retired to the Department's Records Service Center for storage and servicing. USIA has instituted training classes for secretarial personnel maintaining decentralized USIS files. It is still too soon to evaluate this new USIA field record program or to say what record problems may arise within the missions.

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[2] The term USIS (U. S. Information Service) has continued to be used by USIA in referring to its field missions and programs.

Although the International Cooperation Administration was created as a part of the State Department in July 1955, there has been no integration of its record management program developed under the predecessor Economic Cooperation Administration and Foreign Operations Administration. Its overseas record program is an active one and, for the most part, quite separate from the post program, in that ICA mission (USOM[3]) files are usually maintained apart from the post's central file, arranged according to an entirely different classification scheme, and maintained largely by local personnel. ICA has issued its own record handbooks and disposition schedules for use in the field and has been able to provide more on-the-spot technical assistance and guidance by members of its Washington record management staff than has the State Department. The overlap between post records and those of ICA and its predecessor agencies occurs oftenest where the economic officer of an embassy serves also as mission director. As certain European missions were closed out in 1956, some administrative records required for liquidating purposes and program records needed by an embassy's economic section for current operations were transferred to the embassy concerned, with the Department's approval. Instructions for the disposition of the remaining USOM records were issued by ICA to the terminated missions, and the records not yet eligible for disposal are being retired to Washington for storage in the Federal Records Center operated by the General Services Administration.

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[3] The term USOM (U. S. Operations Mission) is ordinarily used in referring to ICA overseas missions and files.

While there is evidence that the post record management program has made much progress in improving the maintenance of current files, systematizing the disposition of records, and training record personnel, little has been accomplished in the way of publicizing the research value and accessibility of post records retired to Washington. The chief reasons for lack of progress in this direction have been lack of time and personnel, the need to rearrange and inventory some of the records, and the necessary limitations placed on granting access to the records for purposes of private research. One of the foremost objectives of the Department's record management program, however, has always been to ensure that the records worthy of long-term preservation shall be maintained in such a way that they will be readily accessible for research use by authorized persons.

The National Archives has compiled and published several checklists or inventories of State Department and Foreign Service records in its custody.[4] Certain series of post records, particularly despatches on economic and political matters submitted by posts to the Department, have been microfilmed as part of the National Archives' microfilm publication program,[5] and additional records will be filmed from time to time. The Department itself has not published any lists or inventories of records in the Records Service Center although there are several types of control records and finding aids available to the Reference Section of the Center for use in servicing its holdings.

The Department's policy with respect to the use of its records for nonofficial research is set forth in Section 185.41 of the *Manual of Regulations and Procedures* as follows: "It is the policy of the Department of State to make its records available to private individuals and to Government officials engaged in private research as liberally as possible, consistent with the security of the nation, the maintenance of friendly relations with other nations and the efficient operation of the Department." For purposes of nonofficial access the regulations divide the Department's records into three chronological groups: an "open" group, antedating January 1, 1930; a "limited-access" group, from January 1, 1930, to January 1, 1942; and a "closed" group, from January 1, 1942, to date.

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[4] *Preliminary Inventory No. 60*; *Records of Selected Foreign Service Posts* (Washington, 1953); and *Special List No. 9; List of Foreign Service Post Records in the National Archives* (Washington, 1952).

[5] See the *List of National Archives Microfilm Publications* (Washington, 1953).

The pre-1930 records are in the National Archives and are open for use subject to certain restrictions on the use of specific types or series of records, as outlined in Section 185.43g of the Department's regulations and pertinent regulations issued by the National Archives. The use of records in the "limited-access" group (most of which are now in the National Archives) is limited to qualified researchers and other persons demonstrating a legitimate need for information contained in the records. As for records in the "closed" group, they will not be made available to nonofficial researchers except in rare instances when a proposed study appears to be in the national interest or when the specific information sought involves only records of a nonsensitive and generally unclassified nature. Although this policy of the Department may seem too restrictive to scholars interested in studying United States foreign policy since the outbreak of World War II, it is a much more liberal policy than that adopted by the British or the French governments, neither of which has yet opened its archives for the World War I period.

Some of the special restrictions placed by the Department on access to certain types of records apply to their use by official Government personnel as well as by private researchers. For example, records relating to the citizenship of individuals, the issuance or refusal of visas to enter the United States, unsettled claims, Foreign Service inspection reports, personnel records, and security investigative files generally may not be used. The use of classified records or information from them is subject to the Department's security regulations, and classified documents originating with Federal agencies other than the Department of State may not be communicated to a third agency or person except in accordance with the applicable security regulations and consent of the originating agency. In addition to these restrictions, records in current use in the Department will usually not be available to inquirers; and certain classes of documents may be withheld if their publication would be contrary to the public interest. Among the classes so restricted are "1) materials which might tend to embarrass the United States Government in its conduct of foreign relations; 2) materials embodying opinions or comments which might give needless offense to other nationalities or to individuals at home or abroad; and 3) materials which would violate the confidence reposed in the Department or in the Foreign Service." [6]

The volume of records to which these special restrictions apply is comparatively small. Anyone interested in using pre-1930 records should apply for access directly to the National Archives. For the post-1930 period the Department's Historical Division will determine the right of access by private researchers, on written application showing the nature and scope of the proposed study, the classes of records required, and the applicant's citizenship, academic background, and research experience. As a general rule, researchers who have been granted access to the Department's records are required to submit their notes or manuscripts to the Historical Division for clearance and are encouraged to deposit copies of their completed manuscripts or published works with the Department.

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[6] Department of State, *Manual of Regulations and Procedures,* Section 185.43f.

About 75 persons use the reference facilities of the Records Service Center each month. Although many of these researchers are staff members of the Historical Division engaged in preparing additional volumes of the *Foreign Relations* series and other Departmental publications, an ever-increasing number of professors, graduate students, and other private persons are using these valuable source materials. Within the limits of the policy described above, it is hoped that more use will be made of the Department's archives in the years to come. As staff and time permit, the Records Management Staff will continue its efforts to improve the organization and maintenance of current files both in Washington and at Foreign Service posts and to develop systematic retirement plans for inactive files and a much-needed finding aid program.

Editing the Henry Clay Papers

By JAMES F. HOPKINS [1]

University of Kentucky

I RATHER think that my experience in helping collect and edit the Henry Clay papers enables me to speak as an expert on how *not* to operate a project of this kind. Despite my qualifications in this respect, however, I do not wish to dwell on that unhappy phase of the subject. Perhaps, if I were permitted to offer one small piece of advice to prospective editors of the papers of great men, I should urge that adequate financial backing be assured before a project is launched. Typists, clerks, researchers, and assistant editors are needed, and they must be paid. Our own project has no endowment. Most of our support has been provided by the University of Kentucky Research Fund Committee, which has been generous with its limited funds but cannot favor one project over others in progress on our campus. A few interested individuals have contributed to the good cause, but our cash income has never been large enough to enable us to employ the personnel needed for efficient operation. We think we have made substantial progress, nevertheless, in performing the task we set for ourselves.

From the beginning it has been our purpose to obtain copies, preferably microfilm or photostats, of all available letters written by Henry Clay, letters to him, his speeches, other writings of which he was the author, and significant items about him. We realize, of course, that publication of this whole mass of material is an impossibility, but we believe we are doing a service to scholars by bringing it together and making it available. We desire to publish as much as seems advisable, perhaps excluding speeches found in older compilations and including both sides of the more important correspondence. Occasionally, abstracts rather than complete texts of incoming letters will be used, and purely routine matters will be noted. The number of volumes will be limited to about six, in which the documents will be arranged chronologically.

Our first task, that of discovering and obtaining copies of Clay material, has been complicated by the fact that we seldom know specifically for what we are searching. Unlike Thomas Jefferson,

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[1] Paper read at the annual meeting of the Southern Historical Association at Durham, North Carolina, November 1956. The author, professor of history at the University of Kentucky, is editor for the Clay Papers Project.

Clay kept no "epistolary record," and at the beginning of the project we had no very definite idea of the extent of his correspondence. He seldom, if ever, took the trouble to make copies of outgoing letters although in a few cases we have been fortunate enough to locate rough drafts. Incoming letters were not preserved systematically — not even those written to various members of the family by Clay himself when he was away from home. One cannot begin to estimate how many of those that *were* kept during his lifetime were dispersed after his death — dispersed in part at least in the manner suggested by the following newspaper clipping:

> Applications being continually made to the family of the late Henry Clay for autographs and other mementoes of the illustrious dead, the Lexington Observer has been requested to say that all such articles as they can part with have been disposed of. The number supplied has been so large as to leave the family only such memorials as they wish to preserve.

The mementoes retained by the family were, of course, divided among the children, then among the children's children, and even further down the line until they became well scattered. A few sizable collections of papers were preserved. One, kept for years in a rather famous lard can in the attic of the Clay house, disappeared under mysterious circumstances within the past decade. Others, fortunately, have happier histories. At least one or two were even enlarged by Clay descendants, who were able to add items received through gifts and purchases. Fortunately, also, two of the largest of these collections found their way into the Manuscript Division of the Library of Congress, which houses by far the greatest volume of Clay papers in existence today.

We pause to thank Heaven for the Library of Congress and other manuscript depositories after each of the numerous frustrating experiences we have had in trying to track down stray documents. Sometimes we have been able to recognize a stone wall in time to keep from banging our heads against it for a long period. For example, a search for the papers of a man who was once Clay's private secretary led rather quickly to a letter in our own university library, which set our minds sadly at rest. To a correspondent who asked for a Clay autograph, John B. Fry wrote on March 22, 1888, that he was unable to comply with the request because "In the month of April, 1851, at the Howard Hotel, cor. Broadway & Maiden Lane, N. York, where I lived at the time, there came a fire one night which destroyed all my letters from Mr. Clay down to that date as well as a very voluminous mass of other valuable correspondence."

Turning from that story, which has a familiar ring to the ears of every person who has ever gone on the prowl for manuscripts, I can point to another instance when complete frustration came only after long weeks of effort. A few years ago a kind lady in Canada wrote that she once knew a person, now dead, in one of the Latin American countries who had collected Clay material. She told how to get in touch with the gentleman's former secretary, who could perhaps give some information about the disposition of the collection. Letters from our project went out to the secretary and also to the director of the national library of that country, asking for help. The response was immediate and generous. The ex-secretary located several boxes of material that had belonged to her former employer and, after an encouraging word from me, wrote that she had ready for shipment a packing case containing Colton's *Private Correspondence of Henry Clay*, two or three compilations of Clay's speeches, the Rev. Samuel L. Southard's *Sermon on the Life and Death of Henry Clay*, W. H. Macfarland's *Discourse on the Life of the Honorable Henry Clay*, a volume entitled *Obituary Addresses on the Occasion of the Death of the Hon. Henry Clay, June 30, 1852*, and other items of similar nature. But she had found no manuscripts. At the risk of appearing ungrateful, we had to tell the lady that we had no need for this material. We thanked her and suggested that she keep it in memory of her former employer or that she dispose of it as she saw fit, perhaps to a library in her own country.

The director of the national library was also most helpful. His early reports, revealing that the material contained some manuscripts (which had passed into the hands of the collector's widow), were highly encouraging. Eventually, however, he delivered the following crusher:

> Dear Mr. Hopkins: I have your esteemed letter of the 4th. inst., and I can assure you that we have made a thorough investigation about Mrs. ——— and those manuscrips, finding out that Mrs. ———, after her husband death, became mad and thrown away those manuscrips; therefore, they never came to the Biblioteca Nacional, or to any other oficial Institution.

There the matter rests. Perhaps the collection included no manuscripts; perhaps there were some that were thrown away or destroyed; or perhaps another letter from someone will bring welcome news that they still exist and are available for our use. Such uncertainties help to make our work interesting.

The two persons just mentioned, who were eager to help (and for whose assistance we are deeply grateful), are by no means unique. One of the very pleasant features of the project is the willingness of so many people to do all they can to lend aid and encouragement. Even manuscript dealers, who steadfastly refuse to permit us to have photocopies of their stock in trade, have in some instances helped us get in touch with purchasers of manuscripts or have given friendly advice. A very, very few private persons, most of them members of the Clay family, were suspicious at first; but with one or two exceptions they eventually agreed to cooperate. Illness and old age have kept some collectors from responding immediately to pleas for assistance, but we have found that patience on our part usually pays dividends in the long run.

It would be almost impossible to list the institutions and individuals who in this respect have shown generosity toward the Clay project. Newspapers and scholarly journals have carried notices of the work, and we have been helped by many persons who have given leads to items that we might otherwise not have located. Archivists, librarians, curators of historical societies, manuscript collectors, members of the Clay family, and plain private persons have almost without exception responded generously to requests for copies of materials in their possession. Our files contain copies of documents received from about 120 different sources, mainly in our own country but reaching from Switzerland to Hawaii.

By far the greatest help of this nature has come from the National Historical Publications Commission, of which Philip M. Hamer is Executive Director. Not only has the Commission, through Dr. Hamer, sent us without charge photocopies of thousands of documents in the National Archives, but by special arrangement a tremendous number of manuscripts in the Library of Congress are being filmed for us. During several visits to Washington I searched out some of the material, and the remainder has been located by Dr. Hamer's researchers, who are still working at the task.

Every item received on film or photostat must be transcribed, and we try in each case to make a copy as near like the original as can be done on a typewriter. There is no need, when speaking to an audience of historians, of going into detail regarding the problems involved at this stage of the game. Clay himself wrote a small, neat script, which is relatively easy to read, and he was consistent and rather orthodox in spelling and punctuation. The same cannot be said of all his correspondents. The handwriting of some of them is almost undecipherable, and their ideas of capitalization, spelling, punctuation, abbreviations, and grammar were strictly individualistic. To make matters worse, manuscripts that have not had proper care are often mutilated and dim and consequently do not show up clearly in a photocopy.

Most of our material is on microfilm, from which we type copies directly. As all of you know, this work is hard on the eyes and trying to the patience. Film is frequently in such poor condition that the reader has difficulty determining whether a dot is a period, part of a heavy pen stroke showing through from the other side of the paper, a mark on the film, or merely a fly speck. Photostats are more like the original manuscripts and are easier than microfilm to transcribe. Some of the projects similar to ours do not even attempt to work with microfilm, but use enlarged paper prints for the transcription work. Financial considerations prevent our following that procedure, although I am now almost convinced that in the long run it actually saves time and money. In any case, the work of transcribing from photocopies is extremely difficult, and most people (including me) are not capable of doing it well. On the Clay project only the associate editor, Mary Wilma Hargreaves, is able to do a consistently good job of such transcription.

We have been spared one of the problems that have confronted workers on the Jefferson, Lincoln, and perhaps other projects: no one, to my knowledge, ever bothered to forge a Clay letter. The monetary value of documents signed by Clay has not been high enough to attract the attention of people who do such things, although I note that prices of Clay items in manuscript dealers' catalogs have risen markedly in the past few years. The unknown intruder who burglarized our office last month may have been searching for original letters to sell or add to his own collection, but if that was his objective he was sadly disappointed.

Facsimiles, which are almost impossible to detect on microfilm, have caused concern in a few cases. We acquired from different sources four or five copies of a letter Clay wrote to Jacob Stratton in 1842 before we discovered that a facsimile of this document had been tipped in as an illustration for a book about a century ago. We must have about a dozen copies of it by this time, and nearly everybody who owns one doubtless thinks he has an original letter. The librarian of a university once took me to a floor case that held a display of manuscripts and pointed to a Clay ALS — the Stratton item. My expression of doubt led him to remove the document for closer inspection, whereupon its character became clearly apparent. Nevertheless, he replaced it carefully, remarking that the good lady in charge of the collection was so proud of her manuscripts that he refused to disillusion her.

Just a few days ago a Methodist minister from a neighboring Bluegrass town generously sent us a typescript of an autograph letter in his possession. Our files revealed that we already had a copy on microfilm, obtained from the Huntington Library in California. When I wrote the minister of this fact and asked if we might some time see the original of his manuscript, he brought it to us and aided in determining that it was a facsimile. Strangely, the letter, which covers the first of four pages of paper, was folded to fit an envelope, and it bears the penciled notation that "This letter was given to me by Mrs. McDowell, granddaughter of Henry Clay. /signed/ Thomas J. Dodd." I might add that Mrs. McDowell, who lived for years at Ashland, the Clay estate, had many manuscripts in her possession. We have no way of knowing if she considered this item an original when she gave it to Mr. Dodd. Its present owner was disappointed to find his ALS only a facsimile, but he gamely insists that the fun he had in investigating to decide the point was almost worth the price. We are now wondering if the copy in the Huntington Library is the original or another facsimile — and why a facsimile was made in the first place.

Like many other Americans of his day, Clay sometimes published letters in the newspapers over a pen-name. His favorite nom-de-plume was "Scaevola" although he sometimes used others. To add to the confusion, there were some "Scaevola" letters that were not written by Clay, and in consequence each one must be examined most critically in an effort to determine its authorship. On occasion, moreover, he undoubtedly contributed unsigned matter to newspapers. Duff Green wrote to John C. Calhoun in 1827 that someone had "demanded of Clay to know whether he was the author of an Editorial article in the Journal. Mr. Clay got out of the difficulty by saying he had not read the article in question — giving the question of authorship the go." I am afraid that we shall have to give not only the question of authorship but all such material "the go" unless we can find conclusive evidence in connection with specific articles.

Even printed speeches can cause difficulty. Clay complained, as did other members of Congress, that his speeches were not reported correctly. One person who wanted to know exactly what Clay had said on some point would not be satisfied with the account in the *Register of Debates* because "he regarded it as a matter so intimately connected with the preservation of free government, that he could not and would not trust a reported speech, since that might have received the interpretation of the reporters and could not therefore be relied upon with accuracy." Nevertheless, Clay rarely took the trouble to correct the reported version of his efforts, and he rarely put a speech on paper. Those published in compilations during his lifetime were included after he had been consulted, but we do not know how carefully he checked them.

In spite of all the problems involved, we who are connected with the Clay project enjoy our work. I cannot claim that we have discovered anything startlingly new or that we shall cause drastic revisions in the interpretation of American history. I am convinced, however, that our contribution will have real value. Details of Clay's activities as a land lawyer, as an agent for eastern mercantile firms with western connections, and as a speculator and business entrepreneur in his own right will aid in reaching a better understanding of the economic history of the period — as will expositions of his views on the currency problems that bedeviled the people of Kentucky and the West. Political and social historians, of course, will also find interesting and important material in his correspondence, and from it all will emerge a clearer picture of Clay himself.

One does not see in his letters the confirmed gambler, philanderer, and intriguer described by his political enemies. One sees, instead, an astute lawyer, a politician who was earnest in his opinions about men and issues, a gentleman farmer who had a genuine interest in agriculture, and an affectionate husband and father. Though many of his letters are forthright and businesslike, most of them are characterized by gracefulness and a striking felicity of expression. His courtly attitude toward female correspondents and his frankness toward men show something of his charm and personal appeal, both social and political. My associate, Mrs. Hargreaves, and my colleague in the Kentucky History Department, Clement Eaton (who has just completed a biography of Clay), agree in calling him "a Victorian gentleman."

In 1842, with his mind on the next presidential canvass, Whig stalwart Robert P. Letcher wrote as follows to a friend and political confidant regarding the prospects of their fellow Kentuckian, the Honorable Henry Clay:

> Dear Crittenden, — The old Prince is taking a pretty considerable rise everywhere, I can tell you. I guess he now begins to see the good of leaving the Senate, — of *getting off* awhile merely to *get on* better. He must hereafter remain a little quiet and *hold his* jaw. In fact, he must be *caged,* — that's the point, *cage him*! He swears by all the gods, he will keep cool and stay at home. I rather think he will be prudent, though I have some occasional fears that he may write too many letters; still, he is quite a handy man with the pen, and his letters have *some good* reading in them.

It is not within my province to discuss the "old Prince's" prudence or lack of it or to concede that sometimes he may have written too many letters — especially in that particular campaign, when he managed to place himself on the unpopular side of the question of the annexation of Texas. I do bear witness, however, that he was nearly always "quite a handy man with the pen," and we who work with his papers sincerely hope that others will agree with Salty Bob Letcher and us that Clay's letters do indeed "have *some good* reading in them."

Developments in Rapid-Copying Machines

By PETER SCOTT[1]

A FEW weeks ago I received a circular from the photoservice of a local university that began like this: "Gentlemen, we stand ready to assist you with all your reproduction problems." I have never dared to offer counsel in an equally liberal manner.

The purpose of this brief paper is to compare and to evaluate quick-copying devices and to provide an answer to the often recurring question: which of the many copying devices offered commercially is most useful to the librarian, the archivist, the scholar? I think that a discussion of such equipment calls for an initial comparison of this type of equipment with the more established processes of photoprinting and photostating. Photostating has been used in libraries and archives since about 1900. The process yields full-size legible copy of excellent permanency. Objections to the process are: the copy is not available immediately, the equipment takes up a great deal of space, it is expensive, and it produces a negative copy that must in turn be photostated in order to give a positive. Prices charged for a negative plus a positive copy average about 75 cents.

Since microfilm and microcard require the use of optical apparatus to read them, I am going to leave them out of this discussion. I do, however, want to mention microfilm as an intermediate step in producing an enlarged paper print. The photoprint, which is an enlargement on photographic paper from a microfilm negative, is qualitatively equal to the positive photostat, but it can be produced much more cheaply. Other previously mentioned objections to the photostat apply to the photoprint also — that the copy is not available instantly and that the equipment is space-consuming.

Microfilm can also be used to make enlarged paper copies by means of an electro-magnetic process such as Xerography or the Electrofax, which I shall discuss later. All methods requiring microfilm as a first step are necessarily slow and will remain slow until current experiments in the production of dry microfilm are successful.

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[1] Paper read at a meeting of the Special Libraries Association in Cambridge, Massachusetts, February 25, 1957. The author is chief of the microreproduction laboratory at the Massachusetts Institute of Technology.

The photoprint and photostat are still the heart of photoduplication in most libraries today, and it would not do to leave this point unstated. Where, then, does the rapid-copying machine fit into the library?

There is first of all the small library, where the volume of copying does not justify the setting up of photoprinting or photostating facilities. Here these machines serve as a fairly good substitute.

In the larger library or archival establishment, which has a photoduplicating service, quick-copying machines are normally provided for two reasons. First, they offer the user an opportunity to obtain his copy on the spot, within a few minutes. Second, the user can operate the machine himself and thus, by providing his own labor, pay for materials only and save the labor cost included in the price of a photoprint or photostat.

It is my opinion, from observation of several rapid-copying machines at M. I. T., that in library application the cost per print made on one of the rapid-copying machines — including labor, materials, and depreciation — is as high as, and, in some cases, higher than the cost of a photoprint or photostat. It must be mentioned here, however, that most library photoduplication services have a minimum charge of about $1.00 per order, and that means that the user of the self-service, rapid-copying machine effects a genuine saving when the article he wants to copy is only one to three pages long.

If you, the librarian or archivist, decide to buy a quick-copying machine either because your establishment is small and has no other duplicating service or because you are a divisional librarian and believe that an instant copying device in your branch of the library would be a useful supplement to your main photoduplicating department, then you take one step toward the market, and immediately you are involved in a fabulous world of strange names. Here are only some of them: Transcopy, Verifax, Stenafax, Xerox, Photronic Reproducer, Instant Copier, Photorapid, Ozalid, Electronic Messenger, Intrafax, Deskfax, Heccokwik, Exact Photocopy, Electrofax, Duomatic, Dristat, Duplomat Ultra, Cormac, Copymaster, Copease, Contoura, Bruning, and Apeco. The resemblance to Alice in Wonderland increases as you read the manufacturers' prospectuses. As a phototechnologist, I am delighted that there are so many different machines, involving as they do many different technical processes. As a staff member of a large library, however, I must confess that I find not a single one of these machines altogether satisfactory.

To choose one of these machines for your library, you will want to find answers to these questions:

1. How legible is the reproduction?
2. How permanent is the copy?
3. Does the machine produce a positive or a negative image?
4. Does it copy from books as well as from loose sheets?
5. Does it copy from opaque originals? Does it copy from sheets printed on both sides?
6. Does it reproduce originals of all colors?
7. What is the maximum size of the original that the machine will copy?
8. Does it allow for any choice of copy paper with respect to weight, color, rag content, etc.?
9. How much space does the equipment take up? Is it portable?
10. How long does it take to make a copy, and how much skill is required to operate the machine? How many different steps are involved? Do chemical solutions have to be prepared?
11. How much does the equipment cost and how sturdy is it?
12. How much servicing does it require?
13. What is the cost of making one copy, and is it possible to make additional copies of the same original at less cost?

These are thirteen questions you should ask, and your choice of a machine will depend on the relative importance you attach to each question for your particular requirement. Not one of the machines now available is sufficiently outstanding in every respect to be recommended in preference to all others.

Our first step towards a practical understanding and evaluation of copying devices is to divide them into classes on the basis of the technical process involved. We find that there are five major processes: the electro-magnetic process, the Diazo process, the thermography process, the diffusion-transfer and gelatin-transfer process, and the facsimile process.

The first or electromagnetic process, is represented by Xerography and Electrofax. Xerox is a camera designed to copy from loose pages or thin leaflets. It copies the original on a special metal plate that has previously received a positive electric charge. This plate is the essential element of the process; light rays reflected from the white parts of the original document destroy the positive charge in the corresponding parts of the plate, leaving a positive charge only in those areas of the plate that correspond to the lettering of the original. A brownish-black powder is then dusted over the plate surface. The powder has a negative electric charge, and therefore adheres to the positively charged part of the plate. We now have a reverse copy of our original in the form of powder particles loosely attached to the plate. A further step transfers the powder to an ordinary piece of paper by means of heat. This process is completely dry and very clean. The cost of materials is about 5½¢ per page. The disadvantages of the process are that the equipment is bulky and very expensive ($1,000 to $2,000 annual rent), that it will not copy from books, that many colors are not reproduced, and that it requires a fairly skilled operator.

For these reasons we must reject the use of Xerox for producing single copies. There are, however, two useful applications of Xerography in the library. Each combines Xerography with another medium of duplicating.

In combination with an offset press, it enables us to reduce printing costs. A xerographically produced offset plate is considerably cheaper than a photographically made plate. The Xerox offset master is usable for short runs of 3,000 to 4,000 copies. The resulting print is only a little less well defined than material printed from photographically produced plates. This application has led to the use of Xerox-Offset in several universities and libraries for the reproduction of catalog cards. The University of Chicago asserts that it can in this manner produce catalog cards more cheaply than it can buy them from the Library of Congress. Needless to say, your volume of printing must be considerable to justify the high cost of the equipment.

The second and very important application of Xerox is in combination with microfilm. The Xerox continuous enlarger produces normal-size enlargements from microfilm in a matter of minutes. These enlargements are cheaper than those produced by standard photographic enlarging and should last as long as the paper stock on which they are printed. The enlarger rents for about $1,600 per month, and that is, of course, prohibitive for all but the largest libraries. Microfilm enlargements may be obtained from commercial houses, however, at the rate of about 10¢ for an 8½″ x 11″ enlargement, a very reasonable price. A more serious disadvantage is the fact that the enlarger does not adequately compensate for different kinds of writing and print on one microfilm. If, for instance, your microfilm contains a series of handwritten documents, you may find that some of the enlargements will be wholly or partly illegible. In every case, the photoprint is somewhat sharper; and, unless you can afford to rent your own Xerox enlarger, there will usually be some delay before you receive your enlargements. Xerox is manufactured by the Haloid Co.

Recently, R. C. A. has developed Electrofax, which applies similar technical principles. It has one major difference from Xerox. Instead of exposing a plate and transferring the powder image of the text to a sheet of paper, Electrofax is able to omit the plate and expose directly on a specially coated paper. This paper, by virtue of a chemical coating, can be charged electrically and then reacts just as the plate does in Xerography. The light rays reflected from the white portions of the original destroy the electric charge on the corresponding sections of the paper, the powder is dusted on and is fused to the paper permanently. The Electrofax system still requires a great deal of testing and development of machinery. Some sample prints that I have seen suggest that this method might be both more economical and qualitatively superior to Xerography. The Electrofax-continuous-microfilm-enlarger sells for $85,000, which puts it out of reach of most libraries, but the process is one about which we should hear a great deal more in the next few years.

The second method of reproduction I want to discuss is called Diazo. This process is very easily understood. It is based on the bleaching action of light on certain dyes. If you have ever left a book lying in the sun, with some small object on top of the book, and you found the book cover faded except for the spot covered by the small object, then you have observed the essentials of the Diazo process. You could take a translucent document, printed on one side only, and place it on top of a piece of paper colored with an unstable dye. If you left this combination in the sun long enough, you would bleach out all color in the dyed paper except in those parts protected by the print image, and thus you would have a positive copy of the original. In practice, the process is modified for the sake of speed. A paper is coated with a dye-forming chemical which at this point is colorless, and then, in contact with a translucent original, it is exposed under a high-intensity light source. Where the light strikes the copy paper, it destroys the dye-forming properties of the chemical coating. The paper is then subjected to either a gas or a liquid which produces a visible image in those parts of the paper that were shielded from the light. Since these shielded portions correspond to the text of the original, we have a positive copy. Such a copy may be produced in any one of several colors, black, red, blue, and others. Whether gas or liquid processing is used, the finished, dry copy is obtainable in about a minute.

Diazo paper is very cheap, costing about one to two cents per print. Unfortunately, the process is, in actual practice, resricted to single-sided translucent originals (in the sense in which a thin sheet of typing paper is translucent), because the light must pass through the original to the copy. Incidentally, this method of exposing is known as transmission printing. Most rapid-copying devices employ reflex copying, which means that the exposing light first passes through the copy paper, then bounces back from the original and exposes the copy paper on its return journey.

It would take us beyond the scope of this talk to discuss the relative values of the various methods of exposure. Suffice it to say that Diazo does not lend itself readily to copying from opaque or two-sided originals. There is, in fact, one machine made, and only one, that does copy from books by the Diazo process. That is the Copyflex Model 6, made by the Bruning Co. This machine merely proves, however, that it is possible but neither practicable nor economical to make single copies of pages in bound volumes by means of Diazo. If a better Diazo book-copier can be developed, it will provide a much cheaper method of rapid copying than is now available. There is hope that we can ultimately reduce the cost per copy to about one cent. Diazo reproductions have excellent sharpness; they are not permanent but should last from 5 to 25 years. The two best known manufacturers of Diazo equipment are the Ozalid Co. and the Bruning Co. Machine prices start at $410. Ozalid uses ammonia gas for processing. This gas gives off unpleasant, pungent fumes, and a hose is attached to the Ozalid machine to carry these fumes out through a window. Charles Bruning Co. uses liquid for processing. This liquid does not seem to me to work quite so cleanly as the gas, and the copy emerges slightly damp and requires a few more minutes of drying time. On the other hand, liquid processing frees you from the need of ventilating the equipment.

The first two processes we have discussed do not, in their present stage of development, enable us to make one or two copies quickly and inexpensively. We now come to two methods that will do so.

I am going to take Thermography first. This method of document reproduction is not photographic, for it makes no use of the action of light at all. The only Thermographic equipment now available is that manufactured by the Minnesota Mining Co. under the name of Thermofax.

The Thermofax copy paper used in this process is sensitive not to light but to heat. When a copy is made, this is what happens. The copy paper and the original are put into the machine in such a way that the paper backing and not the heat-sensitive side of the Thermofax paper is in direct contact with the original. Infrared rays, playing on the Thermofax paper for a few seconds, pass through the paper to the original. The white portions of the original deflect these rays without any effect on the copy paper. The printed black part of the original (in other words, the text) absorbs the infrared rays and converts them into heat, which is bounced through the back of the copy paper to its heat-sensitive coating, where, by means of a chemical change, it produces a black image. This is a single-step operation, completely dry and very fast. One of the three different Thermofax models made by Minnesota Mining (it is called the Premier) is designed to copy from books as well as from single sheets. The machine is excellently designed; and, from the point of view of easy operation, this book copier stands head and shoulders above any other. There is an exposure control dial, which must be adjusted for different types of originals; but the use of such a control dial is necessary in all other copying devices also.

If it were not for two faults inherent in the heat process, Thermofax would have sent all other manufacturers of rapid-copying equipment into bankruptcy. These two faults, however, are serious enough to merit careful consideration before this machine is purchased. We have seen that the infrared rays are converted into heat by the black print. This conversion is dependent on the presence of a metallic compound in the ink of the original. While all black printing inks contain such compounds, a great many colored printing inks do not, nor does the ink used in ball-point pens. Most originals printed in color that I have attempted to reproduce by Thermography did not come out well, and none of the light colors reproduced at all. The second fault is lack of sharpness of the copy. In this respect the process is, in my opinion, quite inferior to most of the other rapid-copying devices. Normal text is legible enough, but small letters have a tendency to be blocked up, rendering them hard to read. The inferior sharpness of the Thermographic copy as compared with a photographic copy apparently is due to an inability to focus heat and make it travel in a more or less straight line as a ray of light would. It is hard to see how this difficulty can be overcome.

The cost of the Premier model of the Thermofax is $425, and the paper, which is available in a variety of colors, costs 4¢ a sheet. The manufacturer of Thermofax paper claims that the copy will last as long as the paper stock on which it is produced. Not knowing the exact composition of the Thermofax image, I cannot either endorse or deny this claim. It is obvious, however, that the stored copy, by virtue of its sensitivity to heat, is more subject to damage by heat than photocopies. For a test, I placed a piece of Thermofax paper on a home radiator, and dark streaks became apparent after an hour. If excessive heat is avoided, copies should last a long time; but I have grave doubts about their lasting as long as a photostat that has been properly processed for archival permanence.

We now come to a copying process that in the last few years has grown in popularity more than any other. It is known as Transfer.

There are two subdivisions in this process: diffusion-transfer and gelatin-transfer. Transfer is a process eminently suitable for reproduction from bound volumes as well as from single sheets. Since most manufacturers make several models, I shall leave out of my discussion transfer equipment that copies from single sheets only, for obviously such a machine is of little value in the library.

To copy a page from a book by the diffusion-transfer method, you require an exposing unit and a processing unit. Occasionally these two units are combined into a single machine. Normally, the exposing unit is like a photographic darkroom contact printer: a box with a glass top containing a battery of lights, a timer to control the exposure, and a hinged lid, which presses down and holds original and copy paper in contact during the exposure. Two different sheets of paper are used to make the copy. One is the negative, which is light-sensitive; and this is the one exposed in contact with the original. The other, the positive paper, is not sensitive to light. The negative can generally be handled in normal room light for brief periods.

After the exposure in the contact printer, the negative and the positive are sandwiched with their chemically coated sides touching and are fed into a slot in the processing unit. Inside this unit the prints are mechanically drawn through a liquid and then squeezed between two revolving rollers, which press the paper surfaces together and at the same time remove as much moisture as possible from the prints. The prints then emerge from the processor slightly damp. After the chemical process has continued for another 30 seconds or so, the two sheets are pulled apart. The negative, which bears a mirror image, is discarded, and the positive, which is an exact copy of the original, is retained. It generally takes a few more minutes before the copy is completely dry.

Perhaps you would like to know what happens after the negative and positive in contact are fed into the processor. The negative is developed immediately, and those areas in it that correspond to the white background of the original turn black. The unexposed areas of the negative, and these of course constitute a white mirror-image of the text, give up their unused silver salts to the positive paper. Here, in contact with the chemical coating of the positive paper, these silver salts form a black image.

Some of the better known machines using the diffusion transfer process are the Apeco, Copease, Contoura-Constat, Cormac, Duplomatultra, Dristat, Exact Photocopy, Heccokwik, Transcopy, Photorapid, and Copy Cat. With one notable exception, namely the Contoura-Constat, all these machines are much alike, conforming to my earlier description of the light box for exposing and the separate processing unit.

The Contoura-Constat is a much more compact two-unit machine. It is the only truly portable machine available in this class. It was designed with the Library in mind, and it is also less expensive than any of the other transfer equipment. Prices start at $171. In two respects, the Contoura-Constat is slightly inferior to its competitors. It does not copy text that runs very close to the binding of the book, and the prints have to be hand-cranked through the developing solution, a process that requires a certain amount of skill and good judgment. The motor, which in most other machines transports the copy through the liquid, is here omitted for reasons of economy and portability.

The copying procedure for gelatin-transfer is similar to that employed for diffusion-transfer, but events inside the processor are quite different. Again we have a negative and positive paper. The light-sensitive paper, the negative (generally called matrix in this process), is coated with a gelatin that is fairly soft. This gelatin contains a dye-forming compound and a hardening agent. The positive is just plain paper. After it has been exposed, only the matrix is put into the liquid, where a black dye is formed throughout the entire gelatin layer. But only the exposed areas, the areas corresponding to the white background of the original, are hardened. The unexposed area of the matrix, corresponding to the text image of the original page, has blackened also, but has remained soft. The wet matrix is pressed into contact with the dry positive, and a thin layer of the soft gelatin transfers readily to the plain paper when the two sheets are peeled apart. By reimmersing the matrix in the liquid, five or six additional positive copies can be made from it. Each copy pulls a thinner layer of gelatin from the matrix than the preceding one, and finally the image is too weak to be legible.

I have described the positive as "plain paper." This is true in the sense that it is not coated with chemicals that contribute to the making of the image. Not all papers, however, have the property of attracting gelatin from the matrix; and it is advisable, though not necessary, to use the positive paper marketed for this purpose. There are only a few gelatin transfer machines. The best known is Eastman Kodak's Verifax. Photostat Instant Copier is another. The Verifax combines exposing unit, processing unit, and paper storage shelf, all in one compact piece of equipment.

A copy obtained by the transfer process is better in point of legibility than any made by other rapid-copying methods. It is still, however, inferior to the photoprint or photostat. The diffusion transfer prints are a little sharper than the gelatin transfer ones. Neither process reproduces pictures well, but diffusion gives a subtler reproduction of colored text or charts than does gelatin. Most salesmen claim permanence for the copy produced by their rapid-copying equipment, but in doing so they misuse the term permanent. A well-processed photoprint or photostat will equal or exceed the life of a printed book. It should last for hundreds of years under good storage conditions. No similar claim can justly be made for transfer prints, whose life has been estimated at from 5 to 25 years. Gelatin transfer is temperature-controlled, and excessive heat or cold or extreme humidity can interfere with the process.

Most of the transfer equipment is excellent for office copying, but its value to the library or archives would be considerably enhanced by a really good book-copying unit. All the present exposing units make it most difficult to achieve good contact between the page of a book and the copy paper. Some of the machines are better than others in copying text close to the binding of the book, but, on this point also, an over-all improvement is desirable.

Transfer equipment for institutional use costs about $400, unless you find the inexpensive Contoura-Constat adequate. Some machines are a little cheaper than others, but they seem less sturdy, and the $50 or so you might save would probably soon be spent on replacement parts. The cost of materials for one 8½" x 11" copy is approximately 9½¢. Since several good copies can be made from one gelatin matrix, additional copies of any one page are much cheaper by this process than by diffusion.

The processing liquids used in transfer must, for best results, be renewed about every 100 sheets, and the life of the solution is limited to about one week. Each manufacturer of transfer equipment markets his own copy-paper and processing liquid. As a rule, you cannot use the materials of one company with the equipment of another.

I want to touch but briefly on our last class, facsimile. Here is a very simplified version of how it works. The surface of the material to be copied is traversed by a light-beam-and-photoelectric-cell arrangement, which translates the light and dark areas of the original document into a correspondingly variable flow of electricity, or into radio waves, which are then transmitted by wire or by radio. A receiving apparatus then reverses the process and retranslates the electrical or radio signal into a legible image. This is done by means of a stylus, which marks a chemically treated paper in response to the received signal.[2]

We note at once the major difference between this kind of copying and all other copying processes. Here the copy can be made miles away from the original. Facsimile has found an increasing number of commercial applications. News pictures and weather maps, for instance, are radio-transmitted in this fashion. Facsimile equipment varies greatly in scope, and there has been relatively little experimentation with transmission from one library to another. The main reason is that the equipment is expensive; it runs to many thousands of dollars. As yet the legibility of the copy leaves very much to be desired. Equipment that can now be bought would have to be redesigned to copy from books. Companies manufacturing such equipment are: Western Union, the Times Facsimile Corp., Air Associates, Inc., and the Alden Impulse Recording Co.

I paid a visit to the Alden Co. the other day to see their latest equipment and to consider its possible application in the library. The machine I examined consisted of a transmitter, a unit about 2′ high and 1½′ wide and deep. In front, it had a lot of fascinating colored lights and dials. The lights are trouble indicators to enable the unskilled operator quickly to locate burned-out tubes or other minor difficulties that he can correct himself. This transmitter will copy from loose sheets only, but it could be adapted to reproduce from bound volumes also. To use it, all you have to do is place the original under a roller. The rest is done by the machine.

I then went across the room to the receiver, which is a little smaller than a typewriter, and watched my copy appear line by line, until, a few minutes later, it was complete, and the machine stopped. The copy was slightly moist, but it dried completely in 5 minutes. Legibility was fair. The copy could be read, but you would not care to read such reproductions for several hours. The receiver that I watched did not have to be in the same room with the transmitter, of course. We could, for instance, have a reciprocal arrangement between Harvard and M. I. T. with a transmitter and receiver at each end. We should then use a telephone line to transmit copy back and forth. If we bought such equipment outright (it could also be rented), it would cost about $20,000, and the telephone line and upkeep would probably cost an additional $300 or $400 per year. The copying paper costs about 4¢ to 5¢ per print.

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[2] The author is largely indebted to the *Columbia Encyclopaedia* for this description of Facsimile.

The Stenafax is a combination of transmitter and receiver, which uses the principle of transmission but is designed for copying in one place. In about 3 minutes, it makes a copy that in quality may be rated just adequate.

Ultrafax is the name of a combination system using television and microfilm. The microfilm is scanned by a television camera, which transmits it, and the receiving unit prints a microfilm copy. An Ultrafax was set up in the Library of Congress in 1954 to supply information to the National Institutes of Health in Bethesda, Maryland, in place of interlibrary loan.

Now, what of the future? I am tempted to say that the not far distant future will see a tremendous development of the microimage in its many forms in conjunction with machine-coding and mechanical selectors, and that only those copying methods that are capable of resolving the fine lines of a microimage will survive. But my friends, who know me, will say that I am slightly biased in favor of microphotography; so I shall not make that statement.

Most certainly I think that we shall soon see the end of all wet-processing methods. There are so many new methods under development that it would take many hours to describe them. One method not yet on the market looks particularly promising. It exposes by ultraviolet light and develops with infrared. This process, named Calvar, has all the advantages of the Thermofax, but it does not have the latter's faults. It does reproduce colors, and it has excellent sharpness. The manufacturer of Calvar is also developing a revolutionary new microfilm process, which promises to enable us to make a microfilm ready to go into the reader a minute or two after exposure. No wet processing is involved at all.

For some years now, the Standard Register Co. has been perfecting the Photronic reproducer. This machine, based on electromagnetic principles, is somewhat similar to Xerography, but it cuts down the five steps involved in making a print to one single step. The manufacturer feels that he would like further to improve the quality of the copy before offering the machine for sale, and this is surely a laudable attitude.

A friend of mine who owns a microfilm service agency here in Boston has a dream. He visualizes the interlibrary loan of tomorrow like this: a scholar in a midwestern university desires a copy of a document from Harvard. He goes over to a little machine standing against the wall in the library. It looks a little like a juke box. He puts in a dime, then presses a series of numbered buttons, and a copy of the document he needs comes out of the slot. I suspect that the part about the dime is due to a touch of the mercenary in my friend, who, while he is dreaming, dreams himself into holding all the rights to the machine. It may be that he is looking quite a few years ahead, but there is little doubt in my mind that the future of the interlibrary loan and perhaps of all copying rests with facsimile equipment.

One final point. Practically all existing copying equipment was designed for business use, and this is quite natural since business has a somewhat larger budget than the library. But it is wrong and unnecessary that so little of this equipment is adaptable to library or archival use. In many cases, minor modification would have made a machine much more useful to the libraries without in any way diminishing its value to the businessman.

This would point to a lack of communication between libraries and the manufacturers. The producer of rapid-copying devices (and, incidentally, this holds good also for microfilm and microcard equipment) has approached the library in a very half-hearted manner, to say the least. It seems, therefore, that we must approach the manufacturer, individually and through official library organizations, in order that he may have a better understanding of our needs.

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Business Records in Libraries

By ROBERT W. LOVETT[1]

Baker Library

THE chairman of the Business Records Committee of the Society of American Archivists for 1955-56 was a librarian, and so was one of the other members of the committee. It seemed appropriate, therefore, for the committee to try to survey the handling of business records in libraries and similar institutions after their transfer from the originating firms. We included in our working definition of business records plantation record books and family accounts, which have long been part of historical manuscript collections. Recently, however, more and more libraries have been acquiring separate collections of business records, in part because of an increased awareness of the significance of business history and in part because of the concern of business firms themselves for the preservation of their older records. The committee therefore set out to gather information on the number of libraries willing to accept such records, some of the practices developed for their handling, and some of the problems still to be solved. In particular, Professor Cole, librarian of Baker Library, suggested that it would be helpful to get an expression of opinion on the reporting of business record collections for the proposed National Register of Manuscripts.

The following questionnaire was, accordingly, drawn up and sent with a covering letter to representative libraries, historical societies, and government archives:

1. Do you collect business records? Do you accept business records?
2. Are you selective as to:
    a. Date
    b. Region
    c. Type of business
    d. Bulk of material

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[1] This article is a report by Mr. Lovett as chairman of the Committee on Business Records. The writer has been for some years in charge of the business archives at the Baker Library of the Harvard University School of Business and has contributed to our pages earlier.

The Society's Committee on Business Records for 1955-56 consisted of Robert W. Lovett, chairman; Chester C. Connor, Aluminum Co. of America, Pittsburgh; A. A. Deter, Linde Air Products, New York City; Norman L. Kilpatrick, Director of Library, Florida State University; and Irving Zitmore, Records Engineering, Inc., Washington, D. C. The chairman alone is responsible for the content of this paper.

3. Do you take records of companies still in existence?
4. If so, are there restrictions as to use?
5. Do you attempt to weed business records after receipt?
6. Have you developed any scheme for arranging business records within a given collection?
   Describe briefly?
7. Do you keep printed materials (i. e., house organs) with original records?
8. Do you have a published guide to your collections?
   Unpublished lists?
9. How are your business records used?
10. Would you be able to report such collections to a national listing?
    See example.
11. How would you criticize (as applied to business records) the formula for such listing? See attached.[2]
12. How would you determine the importance of a collection for listing?
    - Size
    - Dates covered
    - Other
    - Size and dates (e. g., single vols. before 1830)
    - Particular industries
13. What series of records (see attached) do you think should be included in the description of a typical collection of older business records?
14. What changes would you make to cover twentieth-century records?
15. What further problems have you met with in the care of business records?

Each question will be considered shortly, but a few general comments are in order first. The writer has had little experience with questionnaires (except on the receiving end), and if doing the job again he might proceed somewhat differently. Minor changes might include sending a duplicate copy with the questionnaire, which the receiving institution might keep in its files. It would also be helpful to type on the questionnaire the name of the library to which it is sent; for there was at least one case in which the returned questionnaire was not signed, the envelope bore no return address, and the postmark was that of a city in which more than one institution had been circularized. At least one of the questions (number 9) was not phrased specifically enough, and a few others might have been changed to advantage. The list of institutions to which the questionnaire was sent might have been better prepared if more time had been available and more up-to-date references had been on hand. The 136 institutions, however, included all State archival agencies that appeared (from the directory in the *American Archivist*)[3] to contain nongovernment records, most State universities and State historical societies, and other universities, libraries, and historical societies known or believed to have large historical manuscript collections. If any institutions with large holdings of business records were overlooked, my apologies; and if a questionnaire is still desired, I shall be happy to send one. Of the 136 institutions circularized, 80, or 59%, returned questionnaires or made useful replies. Perhaps this is an average rate of return; probably a number of institutions with no business records so classified did not bother to reply. Of those who did reply, 4 indicated that they had no business records at all, 14 stated that they had only a few, and 62 had fairly substantial collections.

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[2] The attached "formula" and an example of the Baker Library list of one group of business records are printed below in this article.

[3] "Directory of State and Territorial Archival Agencies," in *American Archivist*, 17:209-219 (July 1954).

The first question, *Do you collect business records? Do you accept business records?* was slightly unsatisfactory; for a number answered only one of its two parts, not both. Still, 14 did indicate that although they were not actively collecting business records, they would accept them. Some of these, as might be expected, were among those who had received small amounts of business material, perhaps as parts of other collections, in the past. A breakdown of replies to question 1 by type of institution is of interest. Of the State archival agencies canvassed, 19 indicated that they possessed business records; 24 State historical societies, a few of which would also be included among State archival agencies, also replied in the affirmative; so did 14 State university and 5 private university libraries, 7 other historical societies, and 7 other libraries. Probably some of those who did not reply also have business records in their care.

Question 2 was: *Are you selective as to: a. Date, b. Region, c. Type of business, d. Bulk of material?* Of the respondents, 24 said that they were selective as to date, with various years in the 19th century indicated as the cutoff point. Some of these were institutions that had only small and early collections anyway or that had not segregated their business records from their other manuscript collections. The largest number (54) indicated that they collected materials relating mainly to their region. Only 12 said that the type of business would affect their collecting policy. The size of collections affected the selection of a good many (29) ; from the comments it appears that they either weeded collections after receipt or felt they could not take on large modern collections. Questions 3 and 5 clarify these matters somewhat. On the whole it seems that regional selection is a wise procedure in facing the problem of bulk presented by business records. The Baker Library Manuscript Division, which began with a national coverage, has recently transferred to other institutions a few collections relating wholly to another region.

The matter of bulky modern records is further explored in question 3: *Do you take records of companies still in existence?* In answer, 34 institutions indicated that they did, an additional 6 said that they would if asked, and 19 answered no. A few added comments indicating caution, such as: "on a limited basis" and "only a small firm, going out of business, and a distinctive one." At least 2 respondents took the opportunity to say that they felt that a business should handle its own records, so long as it continued to exist.

A companion question, *If so, are there restrictions as to use?* (number 4), drew forth 34 affirmative replies. About a dozen of these were of the "if asked" variety; 14 said they imposed no restrictions. One of the best statements on these two points was made by Dolores C. Renze, of the Division of State Archives, Colorado, who has had considerable experience with recent records. She said in part:

> Experience has proven that a carefully thought out agreement should be executed on all business record collections accepted for custody, as complex problems of servicing for reference, responsibility for use of information, and many other factors enter in. If authority to administer is too restrictive, it limits the value of the collection and one becomes a "storage out." Also, whenever possible, I stipulate that the firm (if still in existence) set up a trust fund with us which will help defray the long range costs of such collections.

When Baker Library receives a large collection, the donor is urged to sign a statement, on a 5″ x 8″ card; there is a place on this for entering special restrictions, though we try to keep these to a minimum. A useful footnote on the card is to the effect that, if material is placed on deposit but not recalled within 20 years, it shall become the property of the library. It would appear that, if collections are accepted from companies still in existence, only noncurrent records should be taken.

Question 5, *Do you attempt to weed business records after receipt?* also ties in with numbers 3 and 4, since it applies mainly to modern records. To this, 40 answered yes; 18, no. Some of the comments were of interest. One sensible respondent replied that, although he would prefer to evaluate records before their transfer, this is not always possible. Another said that he would follow the same procedure as with any other collection that might contain redundant and useless material. One said that, if weeding was necessary, he would probably call in an expert. Another felt that not enough weeding had been done. It is true that judicious weeding is one of the most difficult jobs a manuscript custodian can face. The removal of duplicate material (even when the duplication is of content, not of form) is easier than the culling out of routine series by sampling or by outright disposal. Information is available as to legal and government requirements for the keeping of records, but we need more light on the needs of the historian and economist.

The next question (number 6), *Have you developed any scheme for arranging business records within a given collection?* invited some comments. It was, of course, not applicable to those institutions that did not attempt to segregate business records. Still, 36 replied yes; 17, no. At least 7 indicated that they followed the order to be found in the collection itself, which is the proper archival answer. This practice at least determines the order within individual series but not the order in which the series shall be shelved. In the attachment to question 13 I called attention to the scheme that Baker Library follows, and it might be useful to mention it here (see attachment, below). The administrative records (minutes, stockholders' records, and the like) are placed first, followed by general accounting records (such as ledgers, journals, and cashbooks), then production records (including payrolls), sales records, and finally correspondence. This does not fit every collection, and of course need not be followed slavishly in any case. Two persons indicated that they followed the Library of Congress classification; two, that of the Minnesota Historical Society. Chronological, alphabetical, and geographical arrangements were also mentioned. It is common practice to separate bound volumes from unbound papers.

Some libraries remove printed items (employee magazines, trade catalogs, advertising material, and the like) from manuscript collections; so we asked about this practice in question 7, *Do you keep printed materials (i. e. house organs) with original records?* Only 17 said they kept such materials with the collection; 40 said they did not. One or two mentioned keeping broadsides and advertising matter only. A useful compromise might be to keep ephemeral materials, which the library would not be likely to catalog anyway, with the collection. And it is well to place in the collection folder a list of materials removed, so that the user can be warned.

Question 8, in two parts, asked whether there were published guides to the collections and whether there were unpublished lists. Only 19 indicated that they had published guides; 40 said that they did not; but 35 said they had unpublished lists and only 15 that they did not. At least 3 listed new receipts in their annual reports; and 2 said that guides were in process. A dozen reported that their unpublished lists were on cards; others mentioned looseleaf binders, preliminary inventories, and inventory sheets.

Question 9, *How are your business records used?* is associated

Attachment to Question 13

Form for reporting collections of business records:
(Condensed from Library of Congress example)

Name of firm and location
"Records" . . . dates covered
Amount (for less than 1 foot, use number of items)
Location of collections; i. e., name of depository.
Notes and description of contents. See below.
Statement as to guides.
Statement as to availability for use.
"Gift of" . . . . .

Example, from Manuscript Division, Baker Library, Harvard Business School:

Naumkeag Mills, Salem, Mass.
Records, 1845-1947.
72 ft.
In Baker Library, Harvard Business School.

Produced sheeting. Incorporated in 1839; taken over by the Indian Head Mills in 1952. Records start in 1845; key series only continued after 1914. Partial records of the Danvers Bleachery in the collection.

Contents summary: Directors' records, stockholders' records, 1845-1947; Stock ledger, 1846-1944; Dividend books, 1848-1907; Stock certificates; General ledgers, 1845-1941; General journals, 1845-1941; Cash books, 1845-1927; Trial balances, 1845-1929; Semiannual accounts, 1863-1928; Inventories, 1847-1849, 1853-1923; Costs, 1847-1852, 1878-1933; Production (weekly summaries), 1866-1936; Average wages, 1878-1928; Production and sales, 1860-1930; Letters (outgoing) 1845-1897; Unbound papers, including six month accounts, 1847-1855, 1864-1914; Directors' papers, 1845-1945.

Unpublished guide in repository.
Open to investigators.
Gift of the Indian Head Mills, 1954.

Suggested Order for describing older business records.
Administrative records: Minutes (records) of Directors and Stockholders; Stockholders' ledgers and journals; Dividend Records; Treasurer's and other reports; Statements.
  Legal: Contracts; Agreements; Patents;
  Property: Deeds; Surveys; Insurance and tax records.
General Accounts: Journals (day books, blotters, waste books); Ledgers; Cashbooks; Accounts current; Trial balances; Bills payable and receivable.
Purchasing and receiving: Invoices; Purchases; Inventories.
Production records: Payrolls; Payroll summaries; Records of amounts produced; Cost of manufacturing.
Sales and Shipping: Orders: Sales.
Letters: Incoming and outgoing
Miscellaneous: Diaries, etc.

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with number 8, since use depends somewhat on how widely the materials are known. The question was not very well worded; in fact, one person said it was incomprehensible. However, 39 indicated that their records were used for scholarly and research projects; only 10 reported no use of the material. It does appear that young graduate students often shy away from manuscript collections; but the really serious user more than makes up for the lack. Word spreads from user to user; and if the collections are reasonably accessible, the scholar will find them.

The next few questions related in part to the form in which collections of business records should be reported to the National Register of Manuscripts. We began by asking (question 10) whether the respondents could make such reports, and we enclosed an example based on the Library of Congress form.[4] Of those who replied, 44 persons indicated that they could make such reports, 14 that they could not. The reasons given by the 14 were mainly lack of personnel. The next question (number 11) asked for a criticism of the formula for such listing, as applied especially to business records. Of the critics, 35 seemed to feel that it was satisfactory, though a few thought that the information given in the example from the Baker Library was too detailed. At least two were opposed to linear measurements of collections, that is, to measurement in feet if more than one foot in extent. One thought that explanatory phrases should be used instead of the words ledger, journal, cashbook, and so on; those who would normally use such materials, however, would be persons understanding such terms. Several felt that entries should be limited to a 3″ x 5″ card; and one suggested items that might be omitted to make this possible.

The remarks made by James W. Patton of the Southern Historical Collection, University of North Carolina Library, are worth quoting:

> Perhaps this shortening would have to come in the contents summary. The notation "Open to investigators" could be omitted; papers would be presumed to be open unless restrictions were noted. Perhaps the name of the donor could be omitted in the interest of space-saving. Unpublished descriptions in the depository do not require listing, but only published guides and other material available outside the depository.

On the other hand, another respondent thought that the names of important people whose papers were in the collection should be included in the statement. Certainly for many large collections drastic compression would be necessary to get a description on a single catalog card. For the scholar, such a description would be better than none at all; but the more complete and accurate the information is, the more pleased he will be.

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[4] See "Attachment to Question 13," above. See also Robert H. Land, "The National Union Catalog of Manuscript Collections," in *American Archivist*, 17:195-206 (July 1954). As an indication of the tricks words can play, when I asked one woman, archivist of a large company, what she thought of a union list of manuscripts, she thought such a list might have something to do with labor union records.

Question 12 was an attempt to determine criteria for reporting collections for a national listing. Should all collections be reported for listing, or should size, dates covered, type of industry, or some other factor be considered? As 18 did not specifically answer this question, the figures do not mean a great deal. But 11 mentioned size as of importance; 14, dates; 18, size and dates together; and 17, the type of industry. Several thought that the individual merit of each collection should be the determining consideration. One said that all large collections and all the early small ones should be listed. Another thought that there was "no convenient way to avoid listing separately a record book for a famous old tavern." I think we should all agree that an occasional record book, or even several books, would just not be worth listing but that the bulk of our collections probably should be described. This is one reason why the job is going to be long and involved.

Having considered collections as a whole, we next took up the matter of what series within a business collection should be judged important enough to list. We meant to ask what ones were worth including in a national listing, but the question seems to have been interpreted by some to mean listing within the institution. We considered in question 13 the older (19th-century) collections, and in question 14 what changes would be suggested to cover 20th-century records. A considerable number did not answer these two questions (38 in the case of question 13 and 42 in the case of question 14), doubtless because they did not have collections of sufficient size or of recent enough date to warrant it. Of those who did answer question 13, most felt that all series should be listed. One noted "all kept after weeding" and another "earliest at least." This of course would make it difficult to confine the listing for a large collection to a 3″ x 5″ card; again, some compromise will be necessary. Those institutions that did not segregate business records indicated that such materials would be included in the description of the larger collections of which they were a part. As for 20th-century records, a few persons mentioned certain types that they thought would become more important, such as personnel and public relation records. One raised a question as to the effect of punched cards and automation. A few thought that there would be no differences in the treatment of recent records from that of older ones. Two felt that more of the recent records could be discarded, and one would microfilm everything and throw away the originals. For most libraries this last procedure would be very expensive, and it is likely that weeding and sampling will be more common practices.

The final question (number 15) was: *What further problems have you met with in the care of business records?* Many did not answer this either, but those who did made some interesting remarks, at least some of which fell into a pattern. Of the respondents, 20 implied that space was a problem because of the bulk of business records. Lack of staff was a problem to 14; among these, 2 thought that accountants and others with business training would be valuable new staff members. Four singled out the costs of handling, and two thought that a library accepting records from firms still in existence should ask for a sum sufficient to cover the costs. One frankly said that there was a tendency to take too many such records; another, equally frank, thought that business firms should look after their own records. Many expressed an interest in the outcome of the project, saying that they would welcome what help they could get in this field.

In 1945 Arthur H. Cole wrote an article entitled "Business Manuscripts: A Pressing Problem."[5] I think it is clear from the answers to our questionnaire that they are still a pressing problem although perhaps different in degree from that presented by manuscripts in general. But, as I have indicated in another article, the problem is being faced on many fronts.[6] Several consulting firms, such as the National Records Management Council, of New York City, are encouraging business to face its own record problems. By showing how savings in money and space can be achieved, they are making record control programs more acceptable to business. It does appear that in the case of modern bulky records the individual company must bear the responsibility and cost of preserving its own archives. When companies are liquidated, the appropriate industry might set up an organization such as the Forest History Foundation to see that records reach repositories, and private collecting institutions should stand ready to ensure the regional preservation of historically important materials. The number of replies to our questionnaire and the interest shown by the accompanying letters and remarks are encouraging. Several institutions are just beginning to collect business records, and these and others are anxious to receive help. For all the favorable comments I am grateful, and my especial thanks go to those who took the time to write full and informative answers to the questions. I hope that this report will serve as some slight repayment.

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[5] With Thomas C. Cochran, in *Journal of Economic History*, 5:43-46 (May 1945).

[6] "Care and Handling of Non-governmental Archives," in *Library Trends*, 5:380-389 (Jan. 1957). This whole issue is devoted to the subject of manuscripts and archives.

Reviews of Books

HENRY P. BEERS, *Editor*

National Archives

The Committees of Safety of Westmoreland and Fincastle; Proceedings of the County Committees, 1774-1776, edited by Richard Barksdale Harwell. (Virginia State Library, *Publications*, No. 1. Richmond, 1956. 127 p.)

Supplementing what the Virginia State Library has already published from the Revolutionary proceedings of Cumberland, Isle of Wight, Caroline, and Southhampton Counties in Virginia, this booklet rescues from obscurity two more counties. Part of Westmoreland County's proceedings had wandered into Fordham University; the manuscript from Fincastle was buried in the files of Montgomery County. The *Virginia Gazette* and many parts of the proceedings, reprinted in the *American Archives*, have also been levied upon. As one who has labored long with Revolutionary documents, manuscript and printed, the present reviewer can duly appraise the work of the editor of these proceedings. He is conscientiously careful; hardly one of the 50 footnotes is unnecessary and none are unduly long.

Richard Henry Lee, delegate to the Continental Congress, 1774-80, and its President, 1784-85, was a dominant voice in Westmoreland County, hence we have had cause to hear more of this county's part in the revolutionary movement in Virginia. The work of Fincastle County (which had come into existence in 1772 and disappeared by 1777) deserves attention; for its territorial limits were in both Tennessee and Kentucky, truly the frontier in 1774 and 1775. Those who view frontiersmen with romantic eyes will be interested in the brief "Instructions to the Scouts Appointed by the Committee of Fincastle County," one of the six excellent appendixes in the booklet. The scouts were to "carefully watch the motions of the Indians" around Culberson's Bottom, Maiden Spring, Crab Orchard, and equally remote settlements. An excellent index, tested well by this reviewer, concludes the work.

ROGER THOMAS

Hall of Records, Annapolis

Grainger County, Tennessee, Federal Census of 1810; Population Schedule (Third Census) and County Tax Lists for 1810, edited by Pollyanna Creekmore. (McClung Historical Collection, *Special Studies*, No. 1; Knoxville, Lawson McGhee Library, 1956. 71 p., index.)

Many of the early population census schedules are not known to be extant. Some officials have assumed that they were burned when the British captured Washington in 1814. But there are better reasons for believing that the records were destroyed in the States before Congress authorized their transmittal to Washington in 1830. In any event, new information about these missing schedules is rare. Not long ago the discovery of enumerator's copies of the schedules of the 1800 census for Oglethorpe County, Ga., and Accomack County, Va., was reported by the Georgia Department of Archives and History and the Virginia State Library, respectively. They constitute the only schedules of that census for these States that have been found.

The more recent discovery of an enumerator's copies of some of the 1810 census schedules for Grainger County, Tenn., is equally interesting. Save for the 1810 schedules for Rutherford County, Tenn., no other Tennessee schedules of a date earlier than 1820 had been known.

The discovered schedules for Grainger County have been transcribed and printed in 21 pages of the publication here under review. The remaining pages contain transcripts of 1810 tax lists for Grainger County. This publication constitutes only a part of Miss Creekmore's effort to restore or reconstruct from tax lists the early Tennessee schedules in published form. Her work is a distinct contribution to Tennessee genealogy and local history and deserves praise.

MEREDITH BRIGHT COLKET, JR.

National Archives

Dr. J. G. M. Ramsey; Autobiography and Letters, edited by William B. Hesseltine. (Nashville, Tennessee Historical Commission, 1954. xviii, 367 p. $5.)

The career of James Gettys McGready Ramsey (1797-1884) spanned the first 87 years of the history of his native State, Tennessee. Outstanding in his services to the public, he was a general practitioner of medicine, a planter, a ferry operator, a trustee of three colleges, a main support of one academy and one church, a postmaster, a banker, a railroad promoter, an officer of historical societies, author of an able history of Tennessee, a collector of historical manuscripts, and a Confederate fiscal agent. His career to 1870 is delightfully recounted in this *Autobiography*.

The interest of the *Autobiography* for archivists, manuscript custodians, and historiographers is enhanced by the inclusion of 77 letters from Ramsey to Lyman Copeland Draper, here printed by permission of the Wisconsin State Historical Society. The book is rounded out by two illustrations, a satisfactory index, a discerning prefatory analysis of Ramsey's many services, and helpful if sparse footnotes. It adds another facet to our knowledge of the history of Tennessee and the South. The Tennessee Historical Commission is to be commended for having made its publication possible.

Doubtless in order to enhance the literary attractiveness of his material the editor has done a number of things that one school of historical editing frowns upon. A few examples must suffice. The *Autobiography* has been divided into chapters and paragraphs; a few pages have been rearranged "to bring matter on the same subject together" (p. xv); old-style capitalization and spelling have been modernized; incomplete and incorrect names of persons have been filled out and corrected without, save in the preface, so indicating. According to the editor (p. xvi), he worked from a typescript of the autobiography in the McClung Collection, Lawson McGhee Library, Knoxville, Tennessee. An earlier reviewer has pointed out that the original has been in the Southern Historical Collection at the University of North Carolina since 1941.

If the editor looked for unpublished Ramsey letters outside the library of the Wisconsin State Historical Society, he does not say so. Three record groups in the National Archives include Ramsey letters, apparently unpublished: No. 45, Naval Records Collection of the Office of Naval Records and Library, 3 letters; No. 56, General Records of the Department of the Treasury, 7 letters; and No. 109, War Department Collection of Confederate Records, 7 letters. The James K. Polk papers in the Library of Congress include approximately 100 Ramsey letters. It would have been a service to scholarship had the editor included these Ramsey letters, and perhaps others unknown to the reviewer, in his edition.

W. Neil Franklin

National Archives

The Papers of Cornelius Cole and the Cole Family 1833-1943; A Guide to Collection 217, compiled by Elmo R. Richardson. (University of Calif. at Los Angeles, *Occasional Papers*, No. 4; Los Angeles, 1956. iv, 53 p.)

This guide to the Cole family papers shows a good balance between what is to be desired in such a work from a researcher's point of view and what may be justified in the light of cost. It exemplifies methods probably most appropriate to the processing of relatively small collections (this one totals around 9,500 pieces).

The essential elements of adequate reference and finding controls have been incorporated. An introductory statement points out the scope of the collection and its significance in relation to California and United States history. A table on the physical arrangement explains the collection's six main parts and further subdivisions; the arrangement of the papers themselves was an essential phase of the total work. Then follows an inventory of the materials, part by part, which includes useful though brief description of the contents of each box and folder. A detailed index of the persons mentioned and subjects dealt with in the papers completes the volume.

That the importance of the collection justifies the labor of making the guide, there can be little question. Cole, United States Senator from California and long a confidant of national leaders in government and industry, was "a public man" in the venerable sense of the term. His influence matched his remarkable longevity (he cast his first vote for Polk, his last for Coolidge).

It is of significance for institutions planning the production of such tools of research that a grant from the Friends of the UCLA Library made possible the publication of this guide.

W. N. Davis, Jr.

California State Archives

State Archives (Records) Committee Reports, the Society of American Archivists, comp. by Mary Givens Bryań, Chairman. ([Atlanta, Ga.], 1956. 23, 20 [34], 6 p. Processed.)

This is another useful volume incorporating reports from State and Territorial Archives on record disposal laws and practices, a discussion of the use of microfilming, and a salary survey. It is a companion to the 1956 report, *A Comparative Study of State and U. S. Territorial Laws Governing Archives*.

Most State archivists have experienced the frustrations incident to a search for comparative information on the problems of budgeting, personnel classification and pay, legislation, the use of microfilming, the setting of retention schedules for records, and other archival matters. It is a baffling job to extract this information from State codes, governors' budgets, departmental reports, and similar sources. In fact, such is the diversity of archival establishments and functions and so easily is their importance overlooked that one is lucky to find a straightforward reference to either archives or records in the indexes and tables of contents of such sources. This volume therefore is most welcome for bringing the elusive information together for us.

These committee reports are mimeographed and paperbound and are not intended as permanent or definitive works. It is fair to suggest that future editions could profit from more editorial attention. The logical arrangement seems to be by the roll of the States in alphabetical order, and convenience would decree that all material should be so arranged.

Many of us busy archivists will recall that the questionnaires which formed the basis of the reports rather crowded in on us and invited the characteristically fragmentary replies that we find here. We therefore appreciate the thoughtfulness of the reporters who, in organizing the section on microfilming, cast our answers into sentences and paragraphs. In contrast, the preceding section requires the user to turn to the front for the question that elicited such a typically cryptic reply as: "No."

Although the reports would be improved by a more unified organization and some editorial polish, we should recognize that conditions did not permit or demand a finished work and should appreciate the very considerable and devoted labor that went into gathering the material.

Robert C. Nesbit

Washington State Archives

1956 Comparative Study of State and U. S. Territorial Laws Governing Archives, comp. by Mary Givens Bryan. ([Atlanta, Ga.], Georgia Department of Archives and History, [1956]. [147 p.] Processed.)

This 1956 handbook furnishes us the latest information on State and Territorial archives. Archivists and users of archives are indebted to Mrs. Bryan for her persistence in obtaining answers from all the States and Territories. They are also indebted to Ben W. Fortson, Jr., secretary of state of Georgia, who made it possible for Mrs. Bryan to publish and present her handbook to the Committee on State Archives and others at the October 1956 meeting of the Society of American Archivists in Washington, D. C.

As a directory, the handbook brings up to date the "Directory of State Archives" published in the *American Archivist* in July 1954. Here are names of agencies and officials, citations to laws, the number of employees, classifications of collections and of the legal means of transfer, and lists of nonarchival functions performed and of available photographic services. In addition to this information, Mrs. Bryan prints reports on recent legislation, organization of work, and budgets. Much is new and has not appeared in the *American Archivist* news notes. The data are arranged by State or Territory, and for those interested in a particular State or Territory, this arrangement is ideal. The handbook, however, lacks an index to functions or problems and is difficult to use if one is concerned with common problems.

The diversity of types of State archival establishments is well demonstrated by this handbook. Administered as independent departments or commissions are 17 archives, 9 of which are in the South. There are 12 widely scattered archives administered by State libraries. Archival programs are the responsibility of 11 State historical societies, mainly in the Upper Mississippi Valley and the Rocky Mountains. Five secretaries of state are still charged with the archival function. In some States the responsibility for records is divided; New York State's system is the most complicated. Unique are the Archives of Washington, functioning under a Department of General Administration, like that of the National Government. Five States have no archival program, although most have passed laws relating to records: Maine, New Hampshire, Missouri, Montana, and New Mexico.

If the rest of the information in this handbook is studied, it becomes obvious that other data and reports are uneven and in many instances not comparable. What is needed is a comprehensive survey of State archives, starting with the information that Mrs. Bryan has gathered and with the other reports of her committee. It should include data on the size of collections, their comprehensive coverage and storage conditions, principles of record selection and destruction, the character of record administration programs (including an appraisal of microfilm projects), and the extent to which other agencies are engaged in record work. It may be possible to assemble data on some of these problems through the committee; but only if the Society is able to obtain funds for an adequate survey to appraise the archives of the States shall we have a true picture of our shortcomings and our strengths. The data in this 1956 handbook are suggestive but not always definitive.

David C. Duniway

State Archives
Oregon State Library

News Notes

H. B. FANT, *Editor*

National Archives

SOCIETY OF AMERICAN ARCHIVISTS

The Secretary of the Society announces the following additional appointments to committees for 1956-57:

Audio-Visual Committee: Owen Bombard, chairman.

College and University Records Committee: Leonidas Dodson, chairman; Howard D. Williams, Howard B. Gotlieb, Maurice L. Ahern, D. H. Wilson, Ralph Hansen, Clifford K. Shipton.

Committee on International Relations: Robert Claus, Theodore R. Schellenberg, George J. Olszewski.

Labor Records Committee: Leone Eckert, chairman; Paul Lewinson, Morris Rieger, Kenneth R. Hall.

Committee on Professional Standards: Ernst Posner, chairman. All living past presidents of the society are members.

The following new members have joined the Society since February 15, 1957:

Willa Baum, University of Calif. General Library; Wallace Bulpitt, Springfield, Ill.; Howard P. Crocker, N. Y. State Department of Education; Margaret L. Davis, Clarendon Hills, Ill.; Sherm Elrod, Downey, Calif.; Ralph Hansen, Orem, Utah; Geneva Kebler, Grand Lodge, Mich.; John A. Lally, Belding, Mich.; Orval O. Lilijequist, Milwaukee; Mildred D. Mayeux, Arlington, Va.; Mrs. O. L. Montague, Airesearch Mfg. Co., Los Angeles; Leo Pascal, National Archives; and John H. Stevenson, E. F. Hutton & Co., Los Angeles. INSTITUTIONAL MEMBERS: American Board of Commissioners for Foreign Missions, Boston; American Telephone & Telegraph Co., New York; C. Edwin Hultman Co., Pittsburgh; California Electric Power Co., Riverside; New Century Publishers, Inc., New York; U. S. Air Force Academy Library, Denver; and Watkinson Library, Trinity College, Hartford. MEMBERS ABROAD: Centralnaja Biblioteka, Moscow; Helmut Dahm, Staatsarchiv, Dusseldorf; Federation International de Documentation, The Hague; Fundacion Lobo-Olavarria, Havana; Glavnoe Archivnoe, Moscow; Levéltárak Országos Központja, Budapest; Országos Levéltár Központi, Budapest; and the Library, People's University of China, Peking.

The Secretary of the Society of American Archivists, who now operates a placement clearinghouse, has sent the *American Archivist* the following notices:

1. Opening for young man or woman with a master's degree, preferably in American history, or an A.B.L.S. degree. No experience necessary. This position is in an eastern university library that is a depository for State and local history materials. Starting salary, $3,800-$4,200.
2. Candidate for a position: B.S., 1949; M. A., 1953; Ph.D. (in progress) expected in August 1957. American history, especially constitutional history; general knowledge of archival principles; honors in history and forensics; several publications.
3. Candidate for a position: Retired archivist, age 60, good health, well-traveled; interested in brief or continuing employment anywhere in the United States.

4. Candidate for a position: Young man, single; bachelor's degree in history and government; training and experience in a university archives, the National Archives, and the Library of Congress; several years' work in business and financial records; interested in an archival position in the western part of the United States.

For fuller and more recent information address Mrs. Dolores C. Renze, Secretary, Society of American Archivists, 306 State Museum Bldg., Denver 2, Colo.

NATIONAL ARCHIVES AND RECORDS SERVICE

The intensive summer institutes begun in 1945 by American University in cooperation with the National Archives and Records Service, the Library of Congress, and the Maryland Hall of Records were offered again at the National Archives this year. The institute in the preservation and administration of archives, directed by T. R. Schellenberg, was held June 17-July 12; the institute on record management, directed by Herbert E. Angel, was held June 3-14. The institute in genealogical research, under the direction of Meredith Colket, will be held from July 15 to August 2.

The National Archives has lately received a new increment of the central files of the Department of State for 1930 through 1939. These papers continue the file for 1910-29, which was accessioned in 1945. They contain (besides much other material) the usual documents found among the records of a foreign office: instructions to diplomatic and consular representatives of the United States, despatches from these representatives, and notes to and from foreign legations and embassies in the United States. The National Archives now holds the official documentation of our foreign relations from the time of Benjamin Franklin to the outbreak of World War II.

As a result of several other large accessions made within the fiscal year just ended the holdings in general correspondence of the Bureau of Mines, the Bureau of Public Roads, and the Bureau of Reclamation have been brought down to 1949, 1950, and 1945 respectively; and important series of correspondence and reports of the Geological Survey ranging in date from 1880 to 1951 are now in the building. Another important accession is the record set of maps published by the Army Map Service between 1944 and 1956, covering all parts of the world and numbering some 130,000 separate items.

The story of the contacts that American authors have had with the Federal Government is presented in documents and pictures on display in the Exhibition Hall. Many of the items, which range in date from 1779 to 1943, have never before been exhibited.

A leaflet entitled "Archival Work as a Career," recently issued by the National Archives and Records Service, discusses generally the nature of archival employment in the Federal service, the qualifications of archivists, the opportunities for professional training and advancement, and the employee benefits offered by the Government. Number 98 in the series of *Preliminary Inventories*, issued earlier this year, covers the records of the Central Bureau of Planning and Statistics, 1918-19. Both these publications may be obtained free of charge from the Exhibits and Publications Branch, National Archives, Washington 25, D. C.

Charles E. Dewing is on leave from the National Archives in Puerto Rico, where he is to be in active charge of the Commonwealth Archives during the first 12 months of its operation. He will supervise and train the local staff, give advice on the plans for an archive building, work with other government agencies on their disposition programs, and establish procedures.

Natalia Gorayhoff Summers (1878-1957)

Linguist, archivist, and friend of American diplomatic scholars, Natalia Gorayhoff Summers died on January 31, 1957, at Yokosuka, Japan, where her son Lionel Morgan Summers is the present U. S. Consul General. She was born in Tsarist Moscow on May 15, 1878, and in 1905 married Maddin Summers, who at the time of his death in 1918 was U. S. Consul General in the city of her birth. Speaking Russian, Spanish, and French, as well as English, and reading Portuguese, Italian, and Serbian, the widowed Mrs. Summers obtained employment in the Department of State at Washington and served there from October 15, 1918, to March 1938. From 1926 to 1938 she was the Department's archivist; but when the older records of the Department, including the originals of the laws and treaties of the United States, were transferred to the newly opened National Archives, she chose to accompany them and expand her knowledge of their administrative creation. Natalia Summers served at the National Archives from 1938 until she retired in 1948. During her 30 years of service with the Government she acquired a very large circle of friends and acquaintances among scholars and historians, and all of them are indebted to her for her aid as consultant and adviser.

LIBRARY OF CONGRESS

J. Franklin Jameson came to dominate the American historiography of his day through the prestige of his long and learned editorship of the *American Historical Review*, 1895-1901 and 1905-28. During the latter period he also directed the historical research of the Carnegie Institution of Washington. Then, capping his career, he administered the Manuscript Division of the Library of Congress, 1928-37. That Division, now headed by David C. Mearns, with the collaboration of the Carnegie Institution of Washington, the American Philosophical Society, and Francis Christie Jameson of Washington, has appropriately drawn to itself the historian's papers — 78,000 pieces dated from 1867 to 1937, including Jameson's diaries to 1921.

Other acquisitions of the Library include 17,500 papers, 1878-1930, of Gen. Henry T. Allen; 2,000 papers of Henry Breckinridge, Assistant Secretary of War in the Wilson administration; 5,000 papers, 1903-52, of Vice Adm. Emory Scott Land; 29 letters, 1832-42, of Joseph Nicolas Nicollet, mathematician and explorer; and diaries, 1920-27, of Emory Frink Smith, plant pathologist. Additions to existing collections include 500 letters of Josephus Daniels; 2 James A. Garfield diaries, 1866-71, and one kept by Mrs. Garfield for a few weeks in 1881; papers, 1937-44, of William D. Hassett; papers relevant to

Walt Whitman, notably 4,000 papers of Horace Traubel, Whitman's friend and literary executor; and new items, 1903-42, relating to the Wright brothers.

A talk on the Manuscript Division of the Library given by the Librarian of Congress at Bucknell College is the lead article in the *Bucknell Review* for March 1957. Hispanic materials at the Library are discussed by Howard F. Kline, director of the Hispanic Foundation, in the November 1956 issue of the Library's *Quarterly Journal of Current Acquisitions*; the same issue contains an informative article about the Music Division by Edmund D. Walters and one about the Prints and Photographs Division by Alice Lee Palmer. The amazing way in which the Library's Legislative Reference Service goes about its work is described by the Service's librarian, Charles A. Goodrum, in the Jan. 15, 1957, *Library Journal.*

Hugh Langdon Elsbree, formerly Deputy Director of the Legislative Reference Service, has recently resigned to become chairman of the political science and public administration departments of Wayne State University, Detroit, Mich.

DEPARTMENT OF STATE

An official outline of the record management program of the Department has been issued in the form of a complete revision and expansion of subchapter 180 of the Department's *Manual of Regulations and Procedures* (Dec. 7, 1956. 57 p.)

AMERICAN HISTORICAL ASSOCIATION

The American Historical Association has a new address: 400 A St., S. E., Washington 3, D. C. Boyd C. Shafer, executive secretary and managing editor, welcomed members of the association and friends to the new headquarters at an informal open house on the afternoon of March 3.

The annual bibliography, *Writings on American History*, is being compiled under the direction of the National Historical Publications Commission. The volume for 1951 has been published and that for 1952 is in press. The *Index to the Writings on American History, 1902-1940*, 1,115 pages, has appeared and is for sale by the association for $5 to members and $10 to nonmembers. A valuable summary of "Assistance Available for Post-Doctoral Research and Publication," compiled by Louise Carroll Wade of Rochester University, was printed in the April 1957 issue of the *American Historical Review.*

At the St. Louis meeting of the association last December, the following resolution on access to public records, drawn up by the American Historical Association's Committee on the Historian and the Federal Government and presented by that committee's chairman, Prof. Edward Younger of the University of Virginia, was adopted:

> *Whereas*, the American Historical Association believes that the historical profession can provide an objective analysis of past experience only by means of a full and free examination of surviving records, therefore be it
>
> *Resolved*, by the American Historical Association that in a free society all qualified

persons engaged in responsible historical research should have access to all public records, subject only to reasonable regulations to safeguard the documents, permit the operational use of current records by governmental agencies without undue inconvenience, ensure the national safety, and protect the private character of living persons.

TECHNICAL DEVELOPMENTS

Given the same master negative microfilm, a positive microimage on film is better than one on paper because there is less of what photographic technicians call "scatter" of light in the making of the positive film print and in its projection. This point is brought out by Eugene Power in the February 1957 issue of *Microcosm*, the bulletin issued by University Microfilms, 313 N. First St., Ann Arbor, Mich.

The Colorado State Department of Revenue, whose present files at Denver occupy an entire floor of the State Capital Annex and thousands of square feet in the Motor Vehicle Building, will mechanize its accounting and filing system by introducing the new IBM electronic accounting and file storage machine, "650 RAMAC." This machine, to be delivered within 2½ years, will produce and store tapes for all the motor vehicle office records, including enormous tax and driver's license files. The department, it is reported, has entered into a contract for renting the machine at $17,950 a month. Personnel will meantime be trained in its operation.

INTERNATIONAL COUNCIL ON ARCHIVES

Dr. Bahmer reports that, in his article on the Third International Congress in the April issue of the *American Archivist*, the reference on p. 160 to Wayne C. Grover should have read, "Wayne C. Grover was continued as a member of the Executive Board." Julio Ximinez Rueda, Mexico City, was elected vice president for the Western Hemisphere.

Under date of April 1957, Circular Letter No. 2 of the International Council on Archives was distributed from UNESCO House, 19 Avenue Kléber, Paris 16^e^, France, the address to which applications for membership should be sent. The dues, which include subscription to the council's substantial annual volume, *Archivum*, are quoted at 15 Swiss francs (about $3.25) for an individual, 25 Swiss francs (about $5.80) for a town, county, or other local archival institution, and 75 Swiss francs (about $17.50) for a national archives or national association.

The 1955 volume (No. 5) of *Archivum*, including an international directory of archival institutions, is expected to appear shortly. The 1956 volume (No. 6) is promised for late 1957 and will include the proceedings of the Second Archives Round Table Conference, held at Namur in 1955, the proceedings of the Third International Congress on Archives, held at Florence in 1956, the report of Prof. Miloletzki on Austrian archival activities, an article by William Barrow on the cleaning of documents, and an analytical bibliography of archival publications, 1954-56.

The council is urging on its members the adoption of certain proposals favoring the reproduction, for wider availability, of texts and documents kept in archives and libraries.

FOREIGN NEWS

Canada

Using new materials, notably the Sir Wilfrid Laurier papers, A. W. Willms, chief of the Ottawa Federal Records Center of the Public Archives of Canada, has written about the controversial subject of Canadian "Conscription 1917; a Brief for the Defence," in the *Canadian Historical Review* for December 1956.

W. S. Lloyd, provincial minister of education and chairman of the Saskatchewan Archives Board, presided on Nov. 30, 1956, at the dedication of Murray Memorial Library on the campus of the University of Saskatchewan. Archival developments in the province were reviewed in an address by L. H. Thomas, the provincial archivist.

Eire

The documentary collections of the Catholic See of Dublin are being moved from the Archbishop's House, Drumcondra, to a new archives building in nearby Holy Cross College, Clonliffe. Michael J. Curran is the archivist.

France

Charles Braibant, director of the Archives of France and honorary president of the International Council on Archives, has announced that the seventh international course on archival techniques will begin at the Archives Nationales early in January 1958. The brochure *Stage International D'Archives* or other information can be obtained by writing to his office, Archives Nationales, 60 rue des Francs-Bourgeois, Paris 3^{e}, France, attention of Albert Mirot, or of Robert-Henri Bautier.

Great Britain

Persons having information about musical epitaphs or hymn and ballad fragments inscribed on tombstones and memorials in the United States are asked to communicate with Geoffrey Handley-Taylor, at the Arts Theatre Club, Great Newport St., London WC2, who is preparing a volume in the Music Book series and will acknowledge any data received.

The archives of the Catholic archdiocese of Westminster have been reorganized under the direction of the archivist, Bernard Fisher.

Hungary

The tumultuous events of October and November 1956 did not leave the National Archives (Levéltárak Országos Központja) at Budapest unscathed. Juan Borsa, director, has declared that 9,000 linear meters of archives were burned and that a deplorable amount of incidental water damage was incurred.

The large reading room, several reference rooms, and three stack areas were so heavily damaged that they will be out of service for months.

India

During 1956 the National Archives of India acquired 92 rolls of microfilm of Dutch records of Indian interest, from originals at the Algemeen Rijksarchief, The Hague.

Israel

The Central Zionist Archives publishes at Jerusalem in mimeographed form a weekly bulletin listing current publications received at the library of the Archives on the problems of Zionism and the State of Israel.

Italy

The Italian Central Council for Historical Studies and the Union of Institutes of Roman Archaeology, History, and Art (an international commission that existed before World War II) have been revived to list analytically documents published by the Vatican and those retained in the Vatican archives. About a year ago a consignment of microfilm reproductions from the Vatican archives was lost with the *Andrea Doria.* Without too much difficulty another copy was supplied to the consignees, the Knights of Columbus Vatican Film Library of St. Louis University.

Mauritius

A communication dated Jan. 17, 1957, from the Colonial Secretary's office in Mauritius explains that through inadvertence in the 1956 first printing of the *Bibliography of Mauritius* the name of H. Adolphe, the Assistant Archivist and co-author, was not carried on the cover, the title page, or the spine, along with the name of A. Toussaint, Chief Archivist of Mauritius. Carl L. Lokke's review of this notable bibliography has already appeared in the January 1957 issue of the *American Archivist.*

Portugal

The first Luso-Brazilian Colloquium was held in 1950 at Washington, D. C., and the second was held in 1954 at São Paulo, Brazil. The third colloquium is scheduled to be held this year at Lisbon, September 9-15. Section 7 of the program deals with instruments of investigation and culture, a heading that, of course, includes archives.

Spain

José Antonio Garcia Noblejas has succeeded Francisco Sintes y Obrador as Spain's new Director General of Archives and Libraries. The Government-sponsored, handsomely printed *Boletín de la Dirección General de Archivos y Bibliotecas* welcomed the new director in last summer's issue (No. 38). This number of the periodical includes an article on lamination with cellulose acetate.

U. S. S. R.

Izvestia, January 8, reports that the Tadzhik Republic Academy of Sciences at Stalinabad has a collection of manuscripts that may make possible the writing of a complete history of the social thought of the people of Central Asia. A. M. Mirzoyev is director of the collection.

Yugoslavia

Having twice previously met, once at Paris and once at Namur, the International Round Table of Archives was scheduled to hold its third assembly in Zagreb in May 1957. The announced theme was "The Role of Archives and of Archivists in the State." Because of the unsettled international situation, the notice for the meeting was not mailed from Paris until too late to appear in the April issue of this magazine.

ALABAMA

Peter A. Brannon, Director of Alabama's Department of Archives and History in Montgomery, has announced the acquisition of the Rives family papers, with those of the related Glenn and Hall families. The papers throw light on the settlement of old Autauga County, north of Montgomery.

It has been reported that I. Woody Wilson & Associates, of Denver, have obtained a $425,000 contract for modernizing the property records of Mobile County. Through extensive microfilming and technical rearrangements, a system will be set up that will permit the finding of any information on any parcel of land by its geographical location.

CALIFORNIA

Officers of the newly formed Bay Area Chapter of the American Records Management Association, in San Francisco, are: president, W. H. Topham, Pacific Telephone and Telegraph Co.; vice president, D. C. Swinney, Kaiser Aluminum and Chemical Corp.; secretary, L. S. Le Guennec, Records Center of the City and County of San Francisco; and treasurer, Haven C. Smith, Pacific Gas and Electric Co.

The Sutro Library in San Francisco is called that city's "Hidden Huntington" in an article by Richard H. Dillon in the *Library Journal*, Apr. 15, 1957. Begun in 1883 as the collection of the retired wealthy mining engineer Adolph Sutro, the Sutro Library was not opened to the public until 1917; but it is now a branch of the California State Library. One of the Sutro Library's prized possessions, the Sir Joseph Banks collection, consists of some 200,000 manuscripts, documents, and pamphlets.

Robert E. Burke, head of the manuscript division of the Bancroft Library of the University of California, is on leave for a year to teach at the University of Hawaii.

In opposing proposed legislation to make it a crime to disclose the contents of records of the California State Banking Department to anyone other than the bank involved or a person authorized by the legislature, William A. Burkett, superintendent of banks, declared that in late 1940 Japanese banks in California had initiated a secret, gradual transfer of key documents, ledgers, and bank records to Japan. He intimated that the State Banking Department had sat by and failed to notify the Governor, the military authorities, or the F. B. I.

COLORADO

The Denver Interagency Records Administration Conference met on March 20 as guests of the Air Force Finance Center, Denver. A feature article on the Center's disbursing officer, Charles W. Griffin, in the *Denver Post's* "Empire Magazine," entitled "Colonel Griffin's $3,000,000,000 Checkbook," discusses his management of payroll records.

Ben S. Graham, method research director of the Standard Register Co. of Dayton, Ohio, recently spoke on paperwork management to the Denver chapter of the National Association of Cost Accountants.

On February 5 the State Historical Society of Colorado entertained 175 members of the Colorado General Assembly at a luncheon served in the Division of State Archives and Public Records. This division, headed by Dolores C. Renze, State Archivist, now operates under State civil service with the following staff: deputy archivist, George E. Warren; assistant archivist, Irving Rosenfeld; and archivist aides, Velma Churchill and Thelma Chisholm. Under a special grant, the division is making copy-negatives of the William H. Jackson glass-plate negative collection. It is also microfilming records of the Colorado Civil Service Commission, the City and County of Denver Police Department, the State Insurance Department, and the State Department of Parole; the territorial and State executive records series of the Governor's Office; the secretary of state's territorial secretary records series and annual reports of domestic and foreign corporations; the minutes of the Colorado Industries for the Blind; and the Department of Education's teacher certifications. The division has completed the microfilming of the State Racing Commission's parimutuel summary sheets for 1956, the Public Utilities Commission's monthly reports filed by common and private carriers, and the Colorado National Guard's records of the Ute Uprising, 1887-89. It is microfilming, for security, records of Colorado volunteer units in the Civil War, the Spanish-American War, and World War I. In this connection, it is worth noting that several Denver commercial and financial institutions are planning to microfilm all their current records as a civil defense measure.

An intermediate record center was opened by the Division of State Archives and Public Records in April of this year.

CONNECTICUT

Yale University Library has acquired the 2,100 items, 1795-1845, comprising the notable Thomas W. Streeter collection of Texas Americana. The materials were assembled over a 40-year period by a lawyer-financier, now a retired resident of Morristown, N. J.

DISTRICT OF COLUMBIA

Dr. Posner, recently president of the Society of American Archivists, has been awarded a Guggenheim fellowship and a Fulbright fellowship to pursue studies in the history of archival administration abroad.

A dozen original John Wesley letters have been given to the new Wesley Seminary at the American University. Bishop G. Bromley Oxnam and Mrs. Oxnam donated the letters from among Wesleyana that the bishop has assembled over a long term of years.

GEORGIA

Mary Givens Bryan, Director of Georgia's Department of Archives and History, has announced the appointment of Carroll Hart as assistant archivist and assistant director. Since 1948 Miss Hart has been serial cataloger on the staff of the University of Georgia Libraries.

In 1951 Georgia began a long-range program to reproduce the historic records in her 48 oldest counties. By 1957 the records in only 12 of these counties had been completely microfilmed to the year 1870. It is now estimated, however, that within the next 2 years the wills, marriages, returns on estates, court minutes, deeds, and land records will be reproduced for the other 36 counties. To make this schedule possible in Georgia, the Genealogical Society of Salt Lake City, Utah, is providing three technicians to work under State Archives direction. The Genealogical Society is giving the Georgia Department of Archives and History a negative film copy of the records being reproduced.

ILLINOIS

The biennial report of the Illinois State Library, published in the January 1957 issue of *Illinois Libraries*, announces three direct effects of the Illinois survey conducted by the National Records Management Council: (1) Personnel was sought and obtained to assure continued record analysis and control. (2) A State record center was opened with State Library funds on Aug. 23, 1956; it is housed on Monroe St. in Springfield in the remodeled former State power plant building. (3) The library's own paperwork has been more effectively integrated.

Margaret Norton's final report as State Archivist mentions among the achievements of the Archives Division during the past 2 years the accessioning of 1,800 feet of State records, received in 181 accessions from 14 departments. Reference calls totaled 11,513. Physical facilities were improved by providing an additional darkroom for the photographic laboratory and by opening in the spring of 1956 a restoration laboratory equipped with a Barrow laminator.

Leroy Dupuy, who organized the new Records Management Unit in the Archives Division, succeeded Miss Norton as State Archivist on Jan. 1, 1957, though she remained on duty for several months to carry forward from 1943 her history of the Illinois departments. On March 25 it was announced that her retirement would be effective on Apr. 15, 1957. A 3-page press release praised her long and constructive service, which had begun in 1922. Her colleagues and friends at the Illinois State Library honored her with a large reception on March 26 and gave her an Argus camera. An orchid corsage from the Society of American Archivists expressed the good will of her professional friends throughout the country.

Under a grant of $20,350 from the National Science Foundation through the Special Libraries Association, a scientific translation center is being set up at the John Crerar Library in Chicago. The center will collect and preserve scientific translations received by loan or gift from laboratories, scientific societies, Government agencies, and other institutional sources. John B. Binnington, librarian of the Brookhaven National Laboratory, will direct the operation.

At the midwinter meeting of the American Library Association in Chicago, a State Libraries Agencies Division was organized. Some doubt was expressed as to the location of responsibility within the ALA for archives, but a suggested solution was "to invite archival responsibilities to the SLAD."

INDIANA

The 1957 Indiana General Assembly enacted legislation permitting the secretary of state to transfer enrolled acts and related papers to the State Archives. This new law amends a 1952 act specifying that the secretary of state should keep these records. The State Archives has received from the attorney general 48 filing drawers of legal records, 1943-53. The records of schools and establishments offering veterans' training programs under the "G. I. Bill," 1945-52, have been transferred to the State Archives. The photographic laboratory of the State Library is microfilming these records for future reference.

Margaret Pierson, State Archivist, has become a member of the International Council on Archives.

KANSAS

The Kansas State Historical Society at Topeka has received as a deposit 156 filing drawers of letters and papers of former Representative Clifford Hope, representing his 30 years in Congress.

KENTUCKY

The Archives Department of the University of Kentucky has acquired from the estate of the late Alben W. Barkley a large part of that statesman's papers. Bennett H. Wall, University of Kentucky historian and collector of manuscripts, was guest speaker at the Founders Day exercises of the State Historical Society of Wisconsin.

LOUISIANA

The Department of Archives and Manuscripts of Louisiana State University reports the following recent additions to its holdings: 12,000 items and 63 volumes of additional business and family papers, 1860-1910, of three generations of the J. Burruss McGehee family of Mississippi and Louisiana; 2,203 items and 1 volume of papers, 1804-1931, of the Mississippi planter, attorney, and State senator, Alexander K. Farrar and of the Farrar family; 25,000 papers of Congressman René L. DeRouen; 6,000 papers of Sam A. LeBlanc and J. Hugo Doré, Louisiana jurists; an additional diary and 473 family papers, 1812-66, of John G. A. Williamson, first U. S. diplomatic representative to Venezuela; 1,149 items and 48 volumes of additional papers, 1832-96, of Dr. Joseph Jones, physician and sanitarian, including papers of Charles Colcock Jones, Jr., historian; and 3,000 items, 1910, of the World's Panama Exposition Co., New Orleans.

At the organizational meeting, Feb. 20, 1957, of the State Archives and Records Commission in implementation of Louisiana's 1956 record law, Secretary of State Wade O. Martin, Jr., was elected commission chairman. The commission decided to seek an administrative office in the Capitol Building or Annex for itself and its archives and record service and to concentrate during its initial year on the legal destruction of such useless State records as would immediately release the most office space and equipment in the Baton Rouge area. Microfilming will be undertaken where it is economically desirable, and State and local officials will be advised on record management problems. The commission decided also on a budget of $68,000, roughly 10% less than both houses of the legislature voted last year. Most of the funds requested will probably have to be provided, as a new throughway on the Capitol grounds will almost surely force the removal of three buildings now used for housing records.

MARYLAND

The Maryland Historical Society announces that the proceedings of the Provincial Court of Maryland for 1677-78 have been edited by Elizabeth Merritt and published as vol. 67 in the *Archives of Maryland* series. The society has received the letter books, 1803-62, and some of the account books of Matthew Smith, a Baltimore china and glass merchant who died in 1865, and a large collection of the papers of the late George S. Jackson, a Baltimore businessman.

Esther J. Piercy, chief of the procurement division of the Enoch Pratt Free Library, will edit *Library Resources and Technical Services*, official quarterly journal of the newly reorganized Resources and Technical Services Division of the American Library Association.

MASSACHUSETTS

The New England Interagency Records Administration Conference has recently distributed an 11-page processed pamphlet with a contrasting-color cover picturing a lighthouse throwing its beam across the outline of the six New England States. The pamphlet includes the minutes of the conference's 18th meeting, Jan. 17, 1957, the schedule of later meetings for 1957, the annual report of its outgoing executive director, and a roster of current officers. Thomas A. Hedrick is executive director, Mary E. Connolly deputy executive director, and Harold O'Neil executive secretary. Mr. O'Neil will give a 15-night introductory course in record management, starting in late September under the sponsorship of the Massachusetts Department of Education.

At Harvard University, President Pusey's latest annual report chronicles the death, Oct. 9, 1956, of N. S. B. Gras, professor of business history, emeritus. "He sought, on the one hand, to find historical evidence to support generalization about capitalistic growth and, on the other, attempted to show business concerns the value of archives and of the objective analysis of records." Professor Gras was the founder and first president of the Business Historical Foundation.

MICHIGAN

Henry E. Edmunds, archivist of the Ford Motor Co., is the president of the Historical Society of Michigan; Henry Brown, director of the Detroit Historical Museum, is vice president; and Lewis Beeson remains the society's secretary-treasurer.

Joseph Gregorich is archivist of the Baragaland Historical Society.

Hjalmar Makala of Crystal Falls is secretary and archives keeper of the Finnish Historical Society of Hiawathaland.

The Edgar Dewitt Jones Collection of Abraham Lincoln materials, in the Burton Historical Collection at the Detroit Public Library, is now marked by a bronze commemorative plaque. The collection was formally dedicated on Lincoln's birthday, 1957. Elleine Stone, chief of the Burton Collection, and members of her staff acted as hosts at the accompanying reception.

MINNESOTA

Forest History Foundation, Inc., 2706 W. Seventh Blvd., St. Paul 16, is now disseminating a *Forest History Newsletter*; vol. 1, no. 1 was the issue for Spring 1957.

MISSOURI

The 30th anniversary of Concordia Historical Institute, which preserves the records of the Lutheran Church (Missouri Synod), was commemorated at St. Louis on Mar. 31, 1957. The institute has had its own building, housing archives, library, and museum, since 1952.

Saint Louis University has plans for a new central library to be named the Pius XII Memorial Library, in which space will be provided for the Knights of Columbus Vatican Film Library. The university is sponsoring a new magazine, *Manuscripta*, to appear three times yearly, in February, July, and October, at $4.00 per year; the managing editors are Lowrie J. Daly, Edward R. Vollmar, and Charles J. Ermatinger.

NEW HAMPSHIRE

The Friends of Dartmouth College Library were organized in 1938 and now number more than 300. William R. Lansberg, the library's director of acquisitions, credits the friends with having brought to Dartmouth books and manuscripts worth more than a half a million dollars.

A few days after Dartmouth College had announced valuable additions to its Robert Frost and Paul Sample collections, Harold Rugg, donor of the Frost items, died at Hanover. Mr. Rugg had been associated with Dartmouth College from the time of his graduation in 1906 until his retirement in 1953 as associate librarian with the rank of full professor. Part of the time he had been rare book custodian and college archivist. He himself owned some 2,300 books and 3,000 manuscripts. A Vermonter by birth, he had kept in close touch with the Vermont Historical Society, to which he left his choicest possessions.

NEW MEXICO

I. Woody Wilson & Associates of Denver, Colo., was mentioned in the *Denver Post* recently as being "about half finished with a $229,000 contract with the U. S. bureau of land management to revise all Federal land records for the state of New Mexico."

NEW YORK

The papers of John Jay, first Chief Justice of the United States, are being acquired for Columbia University from the estate of Mrs. Arthur Iselin, great-great-granddaughter of Jay. The *New York Times* announced that a committee of the Friends of Columbia Libraries made the basic arrangements, the ultimate price reputed to be $75,000. The Jay papers are expected to dovetail neatly with such collections as the Gouverneur Morris papers and the De Witt Clinton papers already preserved at Columbia.

The archives to 1948 of the Carnegie Endowment for International Peace have been given unconditionally to the Columbia University Libraries. And the papers of the late John Erskine, who occupied a chair of English literature from 1909 to 1937, have been given to the University by his widow.

The 1957 convention of the National Microfilm Association was held in Rochester, April 1-3.

The 10th annual meeting of the Manuscript Society was held at Suffern, May 2-4; part of the final day was devoted to visiting the U. S. Military Academy, where Sidney Forman, curator, discussed military manuscripts.

A State law of 1909 requires village cemetery commissioners to keep an accurate record of every interment, specifying the lot, the date of interment, and name, age, and place of birth of the person interred. A law of 1926 requires in addition, in the case of cemetery corporations, that a copy of such record, authenticated by the corporation's secretary, shall be furnished for a fee comparable to that allowed the county clerk for a record certification. These are two of the "Selected State Laws Relating to Cemeteries" extracted in Bulletin

No. 1442 of the University of the State of New York, prepared in 1956 by the Division of Archives and History of the New York State Education Department.

For the spring and summer of 1957, the New York Historical Society, Central Park West at 77th St. in New York City, is featuring over a dozen permanent and four special exhibits. In connection with the latter, a series of programs of documentary and feature films is being shown every Saturday.

The New York Public Library has been given three boxes of manuscripts, theatrical promptbooks, and other material relating to the Boniface family. It has also received a collection, 1900-1930, of 300,000 photographic negatives and 31 indexed key volumes of positives from Miss Rope White of the White Studios, Inc., a leading theatrical photographer for the period.

The 50th anniversary year of the Pierpont Morgan Library, New York City, is being celebrated in 1957 by sending around the country a traveling exhibit of manuscripts, incunabula, drawings, and other items justifying the title of the exhibit, "Treasures from the Pierpont Morgan Library." The itinerary includes the Cleveland Museum of Art, the Art Institute of Chicago, the Palace of the Legion of Honor at San Francisco, the Huntington Library at San Marino, the William Rockhill Nelson Gallery of Art at Kansas City, the Museum of Fine Art at Houston, and the Fogg Art Museum at Harvard University.

NORTH CAROLINA

During the first 4 months of the year the State's Department of Archives and History sponsored a series of television broadcasts over the Raleigh station WRAC-TV. The programs, entitled "Our Heritage," stressed North Carolina historical events from the days of the Lost Colony to the early 20th century. On April 6, the department formally opened Alston House, the "House in the Horseshoe," in Moore County. On May 10-11, the North Carolina Literary and Historical Association convened its spring regional meeting in Bertie County.

The Schenck Memorial Forest and the Biltmore Room at North Carolina State College, Raleigh, were dedicated on April 26 in honor of Carl Alwin Schenck. The Biltmore Room in the college library contains a collection of Dr. Schenck's papers, but additional letters or other memorabilia about the pioneering Biltmore Forest School will be welcomed.

A half century of lumbering operations in western North Carolina is represented in records deposited at Duke University by Joseph Silversteen of the Rosman and Gennett Lumber Co. of Asheville. From J. Walter Lambeth, former North Carolina Congressman, Duke University Library has received a nucleus of papers and a fund for extending what will be known as the J. Walter Lambeth collection, to include the writings of Asian, African, and European statesmen and historians.

In 1956, T. H. Spence, Jr., director of the Historical Foundation of the Presbyterian and Reformed Churches, Montreat, traveled to Western Europe and the British Isles in search of unique materials from those areas for the foundation's library and archives. Among American manuscripts received lately at Montreat, perhaps the outstanding accession was a collection of manuscripts relating to the Independent Presbyterian Church, 1810-63.

OHIO

The wife and son of the late W. W. Charters, internationally known educationist, have presented to Ohio State University 50 file drawers of his official correspondence and other papers bearing on the history and techniques of education.

Marietta College Library now has a collection of 1,100 prints of steamboat photographs, together with the corresponding plates or films; the materials were preserved by Harry P. Fischer, a Marietta photographer who died in 1949. The college librarian and archivist, George J. Blazier, has an article about the library's historical manuscripts in the Winter 1957 issue of *Manuscripts*.

The Rutherford B. Hayes Library at Fremont has received about 3,000 glass negatives of pictures of local residents taken by a Fremont photographer about 1900 or earlier. During the most recent report year, Spiegel Grove, the site of the Hayes mansion and the library drew many visitors, of whom 11,300 went to the library.

The Ohio Historical Society has acquired from a daughter of the late George A. Myers, an influential Negro resident of Cleveland and a political ally of Marcus A. Hanna, 21 boxes of Myers' papers, 1893-1929. Another acquisition was 2,100 photographic negatives and 1,200 photographic prints received from A. B. Graham, founder of the 4-H Club movement. The photographs reflect Mr. Graham's longtime interest in improving schools and rural life in Ohio.

The School of Library Science of Western Reserve University, in cooperation with the Cleveland Public Library and the Special Libraries Association, has announced two series of brief summer seminars, designed for and requested by the information specialists who attended the university's spring conference on the practical utilization of recorded knowledge. The first seminar will be held July 29-August 2 and the second, August 5-9. Both are open to persons interested in and concerned with the effective management of recorded information.

William D. Overman, director of the Firestone Library and Archives at Akron and treasurer of the Society of American Archivists, has been elected an honorary member of the Sociedad Mexicana de Archivistas.

The library of the Western Reserve Historical Society has acquired a notable collection of William McKinley materials, presented by John Allison Duncan.

OREGON

Dan Egbert Clark, who directed the Oregon Historical Society from 1940 until his retirement in 1951, died last summer in Eugene. The present director of the society and editor of the *Oregon Historical Quarterly* is Thomas Vaughan.

The third annual historical forum of the Oregon Historical Society and affiliated societies was held at Portland, Mar. 22-23, 1957.

PENNSYLVANIA

In the March 1957 issue of *Pennsy* a lead article appropriately entitled "The Big Move" tells how the Pennsylvania Railroad shifted its headquarters from a nearby older building into the brand-new Transportation Building at the site of Old Broad Street Station in downtown Philadelphia. This was the sixth major headquarters move in the more than a century of the railroad's existence. The records shifted into the new location included the management's minute books going back to 1846; 36 cartons of bonds; 15,000 other cartons, boxes, and packages; and 20,000 right-of-way and engineering plans. Also moved were a legal library of 20,000 volumes, and a general library of 40,000 other books. The operation was carried out over a series of week-ends, with a special crew of movers working in shifts of as many as 75 men.

At the annual meeting of the Pennsylvania Historical Association, at York last October, S. K. Stevens, executive director of the Pennsylvania Historical and Museum Commission, outlined "A New Look at Pennsylvania's Historical Program." Pennsylvania's secretary of internal affairs, Genevieve Blatt, discussed "Sources for Pennsylvania History at the Department of Internal Affairs."

The American Swedish Historical Foundation, 1900 Pattison Ave., Philadelphia 45, has substantially augmented its John Ericsson collection through the courtesy of the United Engineering Trustees of New York. The new material includes 10 boxes of correspondence and papers and more than a dozen of inventions.

What is hailed by *Pennsylvania History* as the most comprehensive collection of Pennsylvania German material ever assembled has come to the Free Library of Philadelphia — the Henry S. Borneman collection.

From colonial days to the 20th century deeds and mortgages in Philadelphia were recorded in books by longhand transcription; in 1912 came the innovation of transcription by typewriter; and in 1935 photocopying began. By 1952 Philadelphia had 36,000 deed and mortgage books. Microfilming of some of these for security purposes was begun as early as 1949, but in very recent years microfilming has come to be relied upon both for security and for administrative utility. How "Philadelphia Microfilms 1½ Miles of Record Books" is the theme of the city's deputy commissioner of records, Clarence A. Dockens, in the *American City*, Feb. 1957.

SOUTH CAROLINA

Our last issue noted the act of Mar. 14, 1957, appropriating $400,000 for the construction of the first unit of a building for the South Carolina Archives Department. J. H. Easterby, director of the department, concedes that, as money goes these days, the appropriation is not large; but he emphasizes that the new building is officially regarded as the first unit of a much larger structure. In the Southern books competition for 1956, sponsored by the Southeastern Library Association, *The Journal of the Commons House of Assembly, September 10, 1745–June 17, 1746*, edited by Dr. Easterby for the South Carolina Archives Department's series of *Colonial Records of South Carolina*, was selected for special recognition on the basis of good documentary work and distinguished physical appearance.

TENNESSEE

The State Library and Archives has received the personal library and papers of the late Judge Walter W. Faw of Johnson City and Franklin. The 78 cubic feet of papers comprise personal correspondence, legal opinions, historical notes, and rare items, including certain old Franklin Turnpike Co. records.

Under the caption "Work Begins on Johnson Papers," LeRoy P. Graf and Ralph Haskins explain in the Spring 1957 issue of *Manuscripts* that they, as editors of the long neglected papers of Andrew Johnson, will appreciate receiving "any information leading to the location of relevant materials."

The Tennessee State Library and the Virginia State Library have joined the Association of Southeastern Research Libraries, an organization created last summer, consisting basically of the libraries of universities in the Southeast which grant the doctoral degree. A. F. Kuhlman, director of the Joint University Libraries in Nashville, is the first chairman of the association.

The presence of Casey's widow and of Sim Webb, Casey's fireman, added a touch of realism on Apr. 30, 1956, when the Casey Jones Home and Railroad Museum were dedicated in Jackson, exactly 56 years after locomotive engineer John Luther Jones rode to immortality.

TEXAS

Eugene Campbell Barker, former University of Texas history professor, for whom the Eugene C. Barker Texas History Center at the university is named, died in Austin, Oct. 22, 1956.

Sylvan Dunn, former Archivist and State Librarian, is now assistant to Seymour V. Connor in the Southwest Collection at Texas Technological College, Lubbock.

Besides the Samuel May Williams collection, the Rosenberg Library in Galveston has noteworthy manuscripts of or concerning Jean Lafitte, Stephen F. Austin, and Sam Houston. A source important for the post-Civil War period in Texas is the library's Jean Scrimgeour Morgan memorial collection.

Readers of *Life* last summer will recall excerpts from the diary and artwork of Samuel Chamberlain, artist-soldier of the Mexican War. Harper and Brothers published the diary under Chamberlain's title, *My Confession*. The original of the diary and some of the original water colors were presented to the U. S. Military Academy. The trustees of the San Jacinto Museum of History Association, who operate the monument and museum for the State of Texas at the battlefield site, have purchased 140 of the remaining water colors.

On April 26, at the 61st annual meeting of the Texas State Historical Association in Austin, C. Stanley Banks discussed "The Texas State Archives." On April 27, at a concurrent annual meeting of junior historians, Harry L. Kent, III, from Stephen F. Austin High School in Austin described "The Second Archives War." In the Dallas *Morning News*, Feb. 10, 1957, J. Frank Dobie briefly related the story of the First Archives War (1839) in connection with his remarks on the present so-called Second Archives War, the controversy over what many Texans consider improper treatment of their older public archives. Virginia Taylor, State Archivist, points out in "A Brief History of the Texas State Archives," in the January 1957 issue of *Texas Libraries*, that since 1836, the year of Texan independence, the official records have been subjected to 3 fires and at least 10 major moves. She considers it a privilege "to guard and protect these records under the present undesirable circumstances, to do the best that can be done with the tools at hand, and also to keep them safe from frenzied but well-meaning enthusiasts who would have them split up and moved hither and yon."

VERMONT

The New York-Vermont Interstate Commission, of Burlington, Vt., and Ticonderoga, N. Y., can furnish details about the Champlain Valley 350th anniversary festival, which will be held in 1959 to commemorate the discovery of Lake Champlain in 1609.

In the April 1957 issue of *Vermont History*, the first for which Richard G. Wood as director of the Vermont Historical Society has had direct editorial responsibility, appropriate recognition is given to John G. Huden of Burlington, who served as editor pro tempore after the sudden death last summer of Arthur Peach. Dr. Huden included in the January 1957 issue of *Vermont History* a biographical sketch and photograph of the society's new director. The society is engaged in inventorying the manuscripts and other effects of Harold Rugg, collector and Dartmouth faculty member, whose death is noted above under New Hampshire. Mr. Rugg joined the society in 1908; from 1925 to 1935 he was its vice president; and after 1936 he was a member of its board of curators. The society is his principal beneficiary.

The State of Vermont has built in Fairfield township a replica of the house where President Chester A. Arthur was born and has set up a 35-acre park around it. At Plymouth the State's Historic Sites Commission has acquired by gift from the Coolidge family the homestead where Calvin Coolidge took his oath as President. According to the commission's attractively illustrated report for 1955-56, the site is in process of development. A bill was introduced in the 1957 legislature to appropriate $12,000 for improving the structure and grounds of the homestead.

A bill authorizing the hiring of a State director of public records passed the house but failed in the senate. Under the present arrangement Olney W. Hill, appointed by the Public Records Commission, holds the title of Director of Public Records even though the position is not specifically authorized by statute. The proposed bill, interestingly enough, would have clothed the director with authority to recover public records not in possession of their lawful custodians.

VIRGINIA

In connection with the State's 350th anniversary celebration the distribution of survey reports on European manuscripts relating to Virginia has continued apace under sponsorship of the subcommittee on colonial records — William J. Van Schreeven and Francis L. Berkeley, Jr. Instead of the customary set of loose sheets, the 20th mailing took the form of a short practical guide to the British Public Record Office, especially designed for American scholars.

WASHINGTON

Until a few months ago Washington had an archives law little changed since 1908, which in effect allowed anyone to deposit anything in the State Archives. The law left nothing to the discretion of the State Archivist, who was not even mentioned in it. The destruction procedure, covered by another statute, was so unwieldy as to be very nearly inoperative; and here again the State Archivist was not mentioned. Local records had no protection whatever except a review for audit value after they were 10 years old. Robert Nesbitt, the present State Archivist, has succeeded in persuading the legislature to enact a new law, based largely on ideas borrowed from Michigan's statutes. It should make a great improvement in the old system.

WEST VIRGINIA

Last summer Arthur B. Koontz, an attorney of Charleston, was named permanent chairman of the West Virginia Historical Commission. West Virginians continue to report a widespread desire for the construction of a new building to house the Department of Archives and History and the State Museum.

WISCONSIN

The famous Draper manuscripts at the State Historical Society of Wisconsin comprise a collection that has now been open to the public a little over 60 years. Though they make up less than 5% of the holdings of the society's manuscript division, more than half the inquiries addressed to the division are for family information from materials in the collection.

In the *Wisconsin Magazine of History*, Winter, 1956-57, Lucile Kane, curator of manuscripts at the Minnesota Historical Society, writes on "Settling the Wisconsin Cutovers." In the same issue, Roy N. Lokken of the Wisconsin society's archives division writes on "Research in Wisconsin State and Local Archives."

The society now has in operation a Central State Depository and Loan Collection of Federal Documents. A library and not an archival experiment, the collection was originated by Jesse E. Boell, State Archivist on the staff of the society, and was inaugurated by State law in 1953. Benton H. Wilcox, the society's librarian, explains and evaluates the system in the *Library Journal*, Jan. 15, 1957.

Under the editorship of Alice E. Smith and the late Howard Greene, the society has published the journals of Welcome Arnold Greene, detailing the voyages of the brigantine *Perserverance*, 1817-20. Miss Smith has recently been awarded a Guggenheim fellowship for study of Scottish leadership and capital in the development of the lower Lake Michigan area in the 19th century. After further research in this country she expects to spend some months in England and Scotland in 1958.

WYOMING

Lola M. Homsher, Director of the Wyoming State Archives, State Historical Department, and State Museum, has collaborated with Mary Lou Pence in producing an illustrated volume published by Hastings House under the title *The Ghost Towns of Wyoming.* In the "Books of the Times" column of the *New York Times*, Feb. 5, 1957, a reviewer calls the book "a valuable, carefully documented volume of text and pictures" that will interest anyone who likes the West.

Lewis K. Demand, for several years field representative of Dun and Bradstreet in southwestern Oklahoma, has been appointed assistant archivist for Wyoming, effective April 22. Working at the National Archives in 1949-50 under a Rockefeller Foundation scholarship, Mr. Demand made a survey of Oklahoma records there for the University of Oklahoma. During 1950-51 he gained experience at the Federal Records Center, Alexandria, Va.; and in 1951-52 he was employed in the office of the secretary, Library of Congress.

The Wyoming Legislature granted, as contingent funds for the 1957-59 biennium, $144,350 to the State Centralized Microfilm Department administered by Dorothy K. Taylor and $40,000 for a subordinate traveling unit to film records at county seats. A change in legislation permits temporary removal of documents from the counties to Miss Taylor's department for filming. Upon request, her department must now furnish the State Archives with work copies of film needed for frequent reference. Further, a board consisting of the director of the State Archives, the attorney general, the microfilm administrator, and the head of the department or agency involved can now authorize the substitution of microfilm for original documents.

The numerous records of the Isaac L. Ellwood Barbed Wire Co., a firm whose activities figured importantly in the development of the West, have been given to the Archives and Western History Department of the University of Wyoming.

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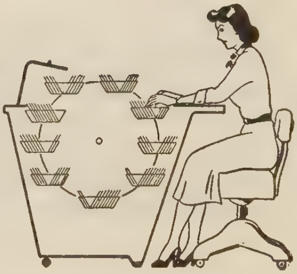

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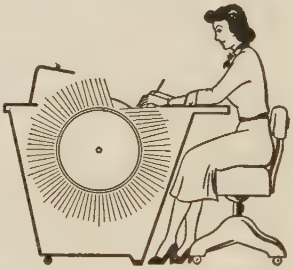

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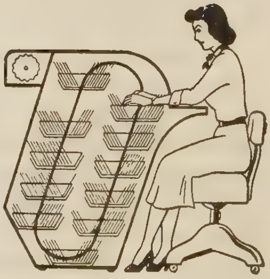

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Archival Sampling

By PAUL LEWINSON [1]

National Archives

INTRODUCTION

THIS paper discusses one of several methods of selecting Government records for archival preservation. *Selection* is the basic archival task; without it there would be *records* but no *archives*. It is through selective appraisal that many records are disposed of and a few (those of enduring value) are retained. Those retained are archives. Records — the total documentation of an organization's operations — are unmanageable by the small body of employees in the typical archival institution and are unusable by researchers. Archives — the selected records of enduring value — are manageable and usable. A number of factors enter into the judgment that records have enduring value, and appraisal tests may be applied in various ways. In this paper, however, only one important technique in the selection of records for archival preservation is discussed — the "sampling" of those records.[2]

DEFINITIONS AND MATERIALS

Since all archives consist of records that have been selected for preservation, archival sampling must be defined in a special way that sets it apart from other methods of selection. At the same time it must be made clear by the definition that archival sampling is not simply a variant either of ordinary sampling, such as is encountered (for example) in the commercial world, or of statistical sampling, although it may include either. When we speak of sampling in the archival context, in short, we are using a convenient term, borrowed from the common vocabulary by way of analogy and given a special technical significance.

The dictionary defines a sample, as the word is commonly used, as "a part of anything presented for inspection, or shown as evidence of the quality of the whole; a specimen." This definition clearly covers the kind of sampling involved, for instance, when a sample of grain is taken from a bin in order to establish the grade of the whole lot. Records, too, are sometimes selected for preservation as evidence of the quality of some large body of records. But while a commercial sample is so chosen as to be typical in every way of the whole lot from which it comes, an archival sample may be chosen either for that purpose or because of some particular significance that it has over and above its specimen character.

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[1] The writer is Chief Archivist of the Industrial Records Division of the National Archives. His paper discusses National Archives practices but is applicable to other institutions that have to deal with large groups of records.

[2] T. R. Schellenberg, *The Appraisal of Modern Public Records* (National Archives *Bulletin* No. 8, Oct. 1956), should be read in connection with this paper.

The statistician defines sampling more strictly as "a procedure by which information of measurable reliability is obtained from only a part of the total population." Again, archival sampling may be so carried out that it, too, gives information about a "population" or "universe" of records, but it will rarely be the case that this information is "of measurable reliability" according to the strict standards of the statistician.[3]

The thread that runs through these two definitions may be picked up in the phrases "evidence of the quality of the whole" (from the dictionary definition), and "information . . . from only a part of the total population" (from the technical definition). There is an implication here that sampling is done with reference to a body of material that hangs together, that forms a unity, that can be dealt with as having some characteristic meaning or meanings.

We may then define archival sampling as follows: "Sampling of Government archives consists in the selection of some part of a body of homogeneous records, so that some aspect of the Government's work or the information received or developed by the Government may be represented or illustrated thereby."

This definition is broader than the ordinary definition in that it envisages an archival sample as one that may *illustrate some aspect* of Government work, rather than *represent* it; and it is broader than the statistical definition in that it requires no *measurable reliability* of the sample.

Our definition also distinguishes archival sampling from other techniques of archival *selection* by limiting archival sampling to the selection of *some part of a body of homogeneous records.* Thus, the archivist is not sampling when he determines that among all the records of a Government bureau those of its top officials should be selected for preservation, or that in a classified general file certain file classes should be selected. In these cases he is not selecting some part of a body of homogeneous records. Both the total documentation of a Government agency and the general file are heterogeneous and varied bodies of records, save in the most general and superficial sense. The archivist *is* sampling when he selects for preservation a certain number of applications from among all applications, a certain number of case files from among all the case files of a court or board, or all the files of some regional offices from among the documentation of all the regional offices of an agency.

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[3] The definition is quoted from W. Edwards Deming, *A Brief Statement on the Uses of Sampling in Censuses of Population, Agriculture, Public Health, and Commerce* (Lake Success, N. Y., UNESCO, 1948), 15 p.

In the preparation of this paper 68 disposition case folders were studied. They represent the response of all the record branches and the Records Management Office of the National Archives and Records Service to a request for job folders covering all cases in which sampling, defined much as it has been defined here, was used.[4] From among these disposition jobs examples can be drawn to illustrate the concept of the "homogeneous body of records" from which samples may be selected for preservation.

SOURCES FOR SAMPLING

Case Files

The most frequent sources of sampled records are case files. As defined in the draft "Glossary of Records Terminology" (National Archives and Records Service, Jan. 1956), a case file is

> a body of records, kept together, dealing with a particular transaction or with closely related transactions; originally, such a body of records pertaining to a judicial or quasi-judicial case, but — increasingly — pertaining to an administrative decision or series of decisions (as in a personnel case file), or to a work project or series of work projects (as in a loan case file or a construction case file).

Traditionally, a case file is the documentation of a dispute between parties that is heard before a court of law. Case files in this restricted sense have been subject to the sampling process in the National Archives. Thus, bankruptcy case files are disposed of, except where they have a specified procedural, real property, or large economic interest.[5] Similarly, criminal case files of the U. S. District Courts are disposed of, except for 12 classes chosen for their historical significance, their juridical importance, their bearing on social and economic conditions, and other reasons.[6]

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[4] Most of the folders were for disposal jobs, but some were for accessions. In dealing with these jobs in this paper, no attempt is made to give subtotals under the various headings of the discussion (since many of the jobs provide for more than one sampling operation or provide for samples that could as readily be classified one way as another). Under these circumstances, no collation of the various kinds of sampling jobs leading to a total of 68 is possible. Jobs especially worth studying in detail are cited in the text or identified in footnotes.

[5] General Schedule No. 6, Job 247-9. In 1930 there were 26,355 bankruptcy cases in the United States; in 1950, there were 9,162.

Similar to court case files are the case files that develop in connection with the proceedings of the Government's many quasi-judicial bodies. These are the boards and commissions — operating less formally than the courts and usually confining themselves to finding facts rather than to deciding legal points — that settle disputes between conflicting parties or grant or deny permission to act in some regulated field of economic activity. Quasi-judicial (or administrative) tribunals may be permanent, as in the case of the National Labor Relations Board, whose "unfair labor practices" case files from the field offices are accessioned on a sampling basis.[7] Or they may be temporary, as in the case of the Office of Price Administration, of whose nearly 1 million enforcement case files all but 3,000 were disposed of.[8]

Other than quasi-judicial agencies make administrative determinations that produce case files in matters that do not involve disputes between parties or regulatory action. There are loan case files, for example, such as those taken as a sample from the records of the Farm Security Administration and its predecessors.[9] There are also project case files such as those for construction projects, sampled from the Farm Security Administration files[10] and for various kinds of individual human welfare projects, sampled from the files of the Veterans' Administration.[11] Perhaps we might also include in the sampling of this class of case files the retention of the complete documentation of a single naval vessel in order to exemplify ships' records.[12]

Submissions

A second distinguishable class of homogeneous bodies of records that may be sampled may be designated as "submissions." This term is intended broadly to cover many types of records, having in common the characteristic that they give the Government requested or required information. The term could cover registrations, as to establish a permissible rent under wartime regulations.[13] Or it might cover applications (as for permission to act in some regulated field or for a benefit of some sort), returns (as are required of taxpayers), or schedules or questionnaires (answers to very formalized inquiries).

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[6] Job II-NNA-944.

[7] Jobs 346-S19 and II-NNA-674.

[8] Job 347-S204.

[9] Job 446-138.

[10] Job 447-120.

[11] Rehabilitation case files, Job 351-173 for headquarters cases and Job 348-96 for field cases.

[12] Job 445-218; the corresponding disposal job is No. 345-S193.

[13] Job 347-S21.

Except as submissions may form the initial basis of case files, they have not often been sampled by the National Archives. One job is cited in the above paragraph. Certain approved "dealer," "utility," and "manufacturer" files that are in effect applications to take part in the rural electrification program have been sampled.[14] Individual income-tax returns were once the subject of an elaborate sampling process, but the sample was later disposed of, and further sampling was abandoned.[15] No samples have been taken of schedules or questionnaires, except as they occur in case files[16] of which they are a part.

Miscellaneous

We come last to a number of instances of sampled records that are neither case files nor submissions and that defy classification. They are useful to consider for the light they throw on the kinds of records for which sampling may be appropriate. According to our definition these kinds of records must all be in some sense "homogeneous bodies."

We find that correspondence files have been sampled when the correspondence is of a particular kind, as inquiries and complaints from mortgage-burdened home owners, congressional correspondence, or outgoing correspondence during a very special period.[17] Administrative and progress reports have also been sampled, as in the case of the Commodity Credit Corporation and the Housing and Home Finance Agency; and research reports, in certain Reconstruction Finance Corporation cases.[18] The complete documentation of a number of OPA local boards was retained as a sample of the records of all such boards.[19] Finally, we find samples of various classes of broadcasts, sometimes in the form of recorded transcriptions, sometimes in the form of scripts.

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[14] Job 348-208.

[15] The sampling of income-tax returns is discussed below in this paper.

[16] The way in which submissions form the basis of or otherwise get into case file samples is illustrated in Jobs 348-S225(OHE), and 348-8(OHE), both having to do with case files resulting from applications for authority to construct.

[17] Jobs D39-132, 351-14, and III-NNR-122, respectively. See also the paragraph on Procedures, below.

[18] Jobs II-NNA-110, II-NNA-869, and II-NNA-1873, respectively.

[19] Jobs 448-62 and 448-73. See also in Record Group 188, Records of the Office of Price Administration, among the records of the record branch, the folders labeled "Historical Records Section Plans" and "Records Branch Plans"; and *Preliminary Inventory of the Records of the Price Department of the Office of Price Administration* (National Archives *Preliminary Inventory* No. 95, 1956), p. 246, entry 1349; and p. 267, appendix IV.

Summary

These, then, are the sources from which samples have been drawn in National Archives practice. All of them conform to the norm of homogeneity. The *case files* of each type are homogeneous in general form, in the procedures they represent, and in the areas of activity with which they deal. The *submissions* tend to be wholly alike in format and are held together by a common procedure and subject matter. And the *miscellaneous* types of sample sources are plainly very special and individual bodies of records.

These sample sources have another common characteristic — a relatively low concentration of interest or value in comparison with their bulk but a value or interest that is worth salvaging if the bulk can be reduced. Many court or quasi-judicial case files, for example, simply decide once more in a particular instance what has long since been fixed on as a principle. Others, however, are important because they start a new way of dealing with some kind of Government regulation or because they deal with a very important question. Case files, therefore, may be valuable not in their totality but in part; they may be sampled by subclasses, or case by case on some specific grounds, or in a small random sample of a generally illustrative nature. And so with the other classes of sample sources.

Objectives of Sampling

A sample of records is preserved for its *value*, just as is any other body of records selected for archival preservation. And the values that a retained sample embody are basically the same as those of other bodies of records — evidential or informational.

Preserving Evidential Values

Evidential values inhere in records that illuminate "the functioning and organization of the Government body that produced them." Broadly speaking function and organization constitute administrative history: the origin of a Government program, its implementation in procedures, and its manner of execution.

The social or economic *origins* of a program appear in a sample "consisting of all [general loan correspondence files] . . . filed under the letter 'C' " at the Washington office of the Home Owners Loan Corporation;[21] these files are appraised as "letters of inquiry, com-

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[20] Jobs 452-35 and II-NNA-1212.

[21] Job D39-132.

plaint, etc., from the general public to the President or other officials and replies" which constitute a "mass of detailed testimony to the distress of home owners during the years 1933-36 . . . of great value for the study of social and economic conditions during those years." The entire body of these letters was estimated as 1,400 linear feet; about 35 linear feet were kept.

Procedures arising out of legal and administrative problems and variations among related programs are documented by a Commodity Credit Corporation disposal job,[22] the appraisal for which states that

> The research value and historical interest of these records . . . can be met by the selection from the records of each program [of] samples that will reflect (1) the procedures and methods used . . . (2) the administrative and legal problems encountered . . . and (3) the different aspects and characteristics of each program.

Changes in procedure and policy are documented by a Bureau of Indian Affairs sample[23] that excepts from the provisions of a disposal list "correspondence for the last five working days of each month" and "correspondence for the calendar years 1933 and 1934." The "retained sample," says the appraisal, "will reflect the pattern of administration and organization . . . on a year by year basis [and] documents the activities . . . of the Bureau . . . during a very important and controversial transition period. . . ."

A perspective on the *execution* of a widespread program is preserved in an Office of Rent Stabilization sample consisting of the records of one local rent advisory board from each ORS region, chosen so as to represent "large urban centers, industrial towns, and military installations," the three types of areas affected by Federal postwar rent control.[24]

Preserving Informational Values

As records in general may be valued for "the information they contain on persons, corporate bodies, things, problems, conditions, and the like, with which a Government body dealt," so a sample of records may be chosen for its informational values.

Information on persons. — The impact of a Government program on a class of persons is documented in a number of disposition cases that selected veterans' folders dealing variously with physical, educational, and economic rehabilitation.[25] A selection of case files whose value depends on the importance of particular persons occurs in preserving, from among criminal court cases, those "involving the President and Vice-President . . . Congress . . . judges [and other federally appointed officers], agents of foreign states, prisoners of war, internees, alien enemies, and persons aiding [the last four classes]."

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[22] Job II-NNA-110. This job is referred to elsewhere in this paper.

[23] Job III-NNR-122.

[24] Job II-NNA-580.

[25] Jobs 348-96, 351-173, III-NWR-2, II-NNA-103, II-NNA-1112, and II-NNA-1317.

Information on corporate bodies. — Again, among court files, provision has been made for selecting from the mass of bankruptcy cases those (among others) that deal with "the reorganization of a corporation" or with "a railroad adjustment."[27] Some provision is made for a sample of records showing the price structure of various industries through the retention of submitted prices in an OPA schedule.[28]

Information on things. — Except for the case already mentioned in which the complete documentation of a naval vessel was retained as an illustrative sample, the sample documentation of things in the National Archives consists chiefly of records concerning buildings and their equipment. Included are "complete sets of the basic architectural drawings" of Veterans' Administration general, tuberculosis, and neuropsychiatric hospitals,[29] "the engineering records of selected projects which exemplify the most important techniques of house construction used by the Farm Security Administration in each region of the country,"[30] and all "large-scale drawings (i.e., 3-inch to full size scale)" for the buildings and facilities at one War Relocation Authority center that "includes installations of all types . . . found at . . . Centers."[31]

Information on Conditions. — Problems, processes, and states of being are all covered by the term "conditions" as used in this discussion. If a sample of records has been retained for its evidential values, it usually follows that that sample has informational values as well, bearing on the origins and the problems of a Government agency in the documentation of its organization and functioning. A sample may also be taken from records that have no evidential values but that do have informational values, in order that docu-

[26] Job II-NNA-994.

[27] Job 247-9, General Schedule No. 6. [*Editor's note*: The editor sees little advantage in applying the word "sampling" to the process of selecting a whole class of records (whether case files or decimal files) on the basis of a subjective evaluation of its particular importance and with no thought of its standing in any sense for all classes.]

[28] Job 347-S196.

[29] Job II-NNA-1416.

[30] Job 447-120.

[31] Job 345-S186.

mentation on economic, geographical, political, or other conditions may be preserved. In one sampling, for instance, which provided for documenting "the different aspects and characteristics of each program" of farm price-support programs of the Commodity Credit Corporation, the program, the commodity, and the market whence the sample was to come were specified.[32]

In the case of an elaborate sampling of Farm Security Administration and Rural Resettlement Administration loan folders, provision was made for the retention of "all paid-in-full . . . loans made in 134 counties . . . selected to represent cross sections of the various farming areas in the United States." These farming areas, established by experts of the Bureau of Agricultural Economics, represent the varying geographical conditions under which farming is carried on in the different parts of the country.[33]

Another case in which geography was the basis for a sample is that of the rent case files of the Office of Housing Expeditor. Here a list of 20 cities was set up "in order to obtain a panel of area rent offices from the whole country," illustrating wartime rental conditions in all the major regions, in cities large and small, in industrial, commercial, and transportation centers, and in similar categories.[34]

As a final example may be cited certain issues in the collective-bargaining relations between employers and unions that have been singled out as criteria in the annual sampling of case files of the Federal Mediation and Conciliation Service. Among the issues so included are wages and hours; pensions, insurance, welfare, and other "fringe" benefits; the handling of grievances; and questions of union recognition and jurisdiction.[35]

Summary

The general objectives of sampling, or the general purposes that the retention of samples is to serve, range as widely as the objectives of any other kind of archival retention. A sample may be taken from a body of records for *evidential values* — for what it preserves of administrative history in general or, in the case of a particular agency or program, of its origins, organization, procedures, and functioning. In preserving a sample of records for evidential values, especially if a sample is taken at recurring intervals, *informational values* will also be preserved, particularly with respect to the origin of and the changes in the agency or program. But informational values may also be the prime object of sampling: information on the geographical dispersion of a phenomenon or condition, on important types of structures or techniques, on classes of persons, on kinds of bodies corporate, on types of individuals of special interest, or on particular problems within a range of problems dealt with by Government action. When any of these objectives has been attained by the "selection for retention of some part of a body of homogeneous records," sampling may be said to have taken place.

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[32] Job II-NNA-110.

[33] Job 446-138. See also Carl J. Kulsrud, "Sampling Rural Rehabilitation Records for Transfer to the National Archives," in *American Archivist*, 10:328-334 (Oct. 1947).

[34] Job 348-S224.

[35] Job II-NNA-2026.

To Sample or Not To Sample

Having defined archival sampling and noted specific cases illustrating sample sources and sampling objectives, we must now consider how to recognize disposition problems for which sampling is or is not indicated as the solution. Later a few matters of sampling technique will be discussed.

As has already been said, archival sampling is relevant only for homogeneous bodies of record material — case files, submissions, very limited and specific types of correspondence or reports, the total documentation of specimen offices out of a network of such offices, and special types of material (such as sound recordings, broadcast scripts, and other audiovisual records) that are also limited in their subject matter, origin, or nature.

Such bodies of records are appropriate for sampling if their total volume is very large compared with the importance of their content and the degree of research interest in their subject matter, or — to put it another way — if it is inconceivable that all could be kept but undesirable that none should be.

In the case of records whose value is chiefly *evidential*, if there is to be any sampling it will usually be of *typical* records that will document agency operations more precisely than do the general directives, policy statements, work statistics, and reports that are usually preserved in any event. Such samples will tend to be relatively small in total volume, although they may be large in an absolute sense where they evidence the functioning of a widespread or highly differentiated activity. In the case of records whose value is chiefly *informational*, sampling is more likely to be on the basis of the nontypical; that is, records relating to leading, important, or significant matters will be segregated from the whole body for retention. The size of such samples will depend wholly on how many important or significant persons, places, things, conditions, or events fall within the scope of activity of the agency whose records are under consideration. Of course there have been and will continue to be many cases in which a sample is retained for both its evidential and its informational values, and in which provision is made for the preservation of both typical and significant documentation.

In the National Archives a sampling provision has on occasion been written for a job to meet an emergency situation. That is, when a disposition plan has to be drawn up quickly, as in the case of an agency being liquidated, a clause has been written in the schedule providing for the selection of a sample by agreement between the National Archives and the agency concerned before disposal is carried out. Such clauses sometimes specify the size of the sample, sometimes not;[36] they are nearly always drawn to relate to particular items in a schedule. This is in principle a poor practice, as it usually puts off the actual drawing out of the sample to a disadvantageous time — a time when knowledgeable agency personnel is no longer available to work with the archivist; but it is sometimes the only way of ensuring the preservation of some desirable part of a body of records.

Let us now see how these standards were applied in three specific cases.

A disposal schedule covering the field office records of the Price Department of the OPA provided that "all price adjustment files, price determination files, and price filings created or required to be filed as a result of OPA regulations, amendments, and orders" were to be disposed of except for "samples specified in [an] attached listing." [37]

This body of records, which falls into the class of "submissions," was homogeneous: it consisted, in effect, of price lists for goods and services filed by all kinds of business establishments as a preliminary to getting their prices approved or changed under wartime regulations. It is to be noted that the filings were not identical in form; some were simple lists (restaurant menus, for example), some were printed catalogs, some were statements in letter form. All together they constituted quite a large body of records — some 8,000 cubic feet — large both absolutely and in relation to the interest that they might be expected to have over a long period. The sample retained reduced this bulk to about 400 cubic feet; its character was very specifically spelled out in a 29-page listing that formed part of the disposal schedule.

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[36] See Jobs II-NNA-1873 and II-NNA-1159 respectively.

[37] Job 347-S196.

The listing provided for the retention, for each OPA region, of all or of varying percentages of price filings (ranging from 2 to 10%), in some cases with a minimum of 1 filing, in some with a maximum of 50 filings, by price regulation or order number, omitting entirely certain regulations of minor importance. It was intended as a means of preserving evidential values ("The retention of samples . . . is primarily for . . . providing permanent documentation of the administrative process of applying price regulations at the field level where the field was empowered to act with some degree of discretion"); but to a degree, also, as a means of preserving information ("secondarily in some cases for . . . making available economic data supplementary to those available elsewhere").

Other disposal schedules govern case files of the National Labor Relations Board.[38] While the OPA disposal job mentioned above covered a closed record group, as of the time of the agency's liquidation, the NLRB jobs have continuing application. Excepted from disposal are "certain cases to be jointly selected by the Board and the National Archives." At first these selected cases were to be 10 to 12% of the total number; later (by an amending schedule) they were reduced to 3%. Criteria for selection are set up in the schedules.

Here again we have a body of homogeneous records, of the "case file" class; in a sense infinitely large, since the Board is a permanent and not an emergency agency. The average annual intake of samples has thus far been about 25 cubic feet. The records deal with questions arising from the right of labor to organize and bargain collectively and from the prohibition of unfair labor practices on the part of labor organizations and employers.

The criteria for the selection of these case files indicate that both evidential and informational values are at stake. Thus, cases may be selected because they illustrate a "contribution to the development of methods and procedure" or for their "influence in the development of principles, precedents, or standards of judgment" (evidential); or they may be selected because of their "effect upon the national or local economy or upon the industry" or because of "the intensity of public interest" in them (informational).

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[38] Jobs 346-S19 and II-NNA-674, the latter an amending schedule.

Negative Considerations

Needless to say, not all large bodies of homogeneous records are to be sampled. In some instances the entire body of records should be preserved; in others, none should be.

In the first group would fall records that represent some new departure in Government activity and records that represent some permanently important transactions. For the Federal Mediation and Conciliation Service the disposal schedule provides for the retention of all case files for the pioneer period of Federal mediation, from 1912 to a date before 1948 that has not yet been determined, but for the retention of only a sample of case files after 1948.[39] And in the instances of population census schedules and land grants all records have been and will continue to be preserved, the schedules as a sort of a "Domesday Book" of the American people, the land grants because of the permanent legal importance of titles to land.

In the group of records of which no sample need be preserved fall, on the evidential side, utterly routine records (e.g., minor "housekeeping" records, however homogeneous and large in quantity) ; and, on the informational side, records whose content is amply covered in other records or in nonarchival sources, records that are themselves a statistical sample, or records whose quantity is so great that a sample, if large enough to be meaningful, would be unmanageable.

It is perhaps on the grounds just given that so few submissions (one of the sources for sampling mentioned earlier) have been made the source of archival samples for informational purposes. In the case of schedules or questionnaires — very formalized answers to a Government inquiry — the body of records is itself almost always a statistical sample. Thus, for its consumer price index the Bureau of Labor Statistics collects prices in 46 cities (the 12 largest, 9 other large cities, 9 medium-size cities, and 16 small cities), covering in those cities about 60,000 retail establishments, and getting rental figures from about 30,000 tenants. A statistical sample, as has been said, is set up by elaborate technical and mathematical procedures designed to give specific information within strictly measurable limits of reliability. To reduce such a sample to a still smaller quantity of records would probably make the sample less reliable for information or limit still further the kinds of information to be derived from it, or both.

[39] Job II-NNA-2026.

[40] *Techniques of Preparing Major BLS Statistical Series* (U. S. Department of Labor *Bulletin* 1168, Dec. 1954), p. 66, 69.

Where submissions are universal, on the other hand, as in the case of the income-tax returns that are made by all individual income receivers covered by the tax laws, it can be argued that any sample large enough to serve research purposes not already served by such publications as the Bureau of Internal Revenue's annual *Statistics of Income* would itself be too large for further, private exploitation.[41] It can be argued, also, that the retention of any corporate income-tax returns would serve no research purpose that could not be met by recourse to published company reports, commercial bank research studies, and the like.[42]

Special Features

A number of sampling jobs among those examined for this discussion involve particular sampling situations that warrant specific discussion.

It was pointed out earlier that archival sampling is sometimes akin to statistical sampling when it aims at the preservation of *typical* or *representative* records, but that it is often quite different in its objectives when it aims at the preservation of *significant* and atypical records only.

The archivist has to decide whether a random sample, drawn to preserve typical or representative records, or a selected sample is needed. For a *random* sample he must make provision for "removing from the files every fifth, tenth, twentieth, etc., case depending upon the percentage" required; "a random sample in the ratio of 1 to 5"; or "10 area cases from each of the selected cities, 25 . . . from critical areas, 20 . . . from each of the 8 Litigation Offices." [43] In each instance the archivist is concerned directly with the size of the sample.

A *selected* sample of significant records, on the other hand, will require the archivist to establish criteria of significance. This has already been mentioned in connection with three sampling jobs in labor relations case files. In these jobs, after specifying that *im-*

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[41] 58.6 million personal-income-tax returns were filed in 1956.

[42] Jobs 349-S167 and 352-S232 provided for the disposal of individual income-tax returns except for an elaborately worked-out sample. Three others, 445-90, 447-C1, and 447-264, covered the accessioning of the samples provided for. Two more, II-NNA-641 and II-NNA-945, canceled the sample retention provisions of the disposal jobs and disposed of the samples already accessioned. The grounds for retaining the sample were informational — to provide the means for studies of income beyond those regularly made by the Government; the grounds for the abandonment of the sampling procedure were principally the exhaustive nature of the Government's regular studies and the improbability of further private research on what was still a large body of records.

[43] Quoted from Jobs 347-S196, 350-118, and II-NNA-580.

portant case files should be drawn out for preservation, up to a stated percentage of the total, it is further set forth what the standards of importance should be. Since these case files have both evidential and informational values, they are to be regarded as important in showing the development of principles and precedents; important because of their repercussions on the economy or because of intense public interest; or important because of the issues involved. These criteria are even further refined. "Principles, precedents, or standards" are to be viewed in terms of such matters as jurisdiction, the limits of the concept of interstate commerce, the "implications of bargaining in good faith," "the unit appropriate for purposes of collective bargaining," and other matters that have special importance in the field of labor relations. Significant "issues" are also spelled out, divided — in one instance — between contract and noncontract issues, and further subdivided as matters of union security and recognition, wages and hours in all their particular ramifications, and other technical matters.

Subject-Matter Knowledge

In devising sampling schemes for records, the archivist obviously must have some special knowledge of the subject matter of the records involved. This may mean a knowledge of the area of labor relations, as in the cases just cited; a knowledge of the laws governing the agencies involved; a knowledge of the problems that have beset these agencies in their functioning; a knowledge of important specific events that affected the work and procedures of the agencies, and — sometimes in addition to, sometimes in default of these qualifications — a knowledge as to what competent authorities, what body of literature, or what college of experts may be consulted. A recent case involving scientific and technological records of the Patent Office drew both on the engineering knowledge of members of the staff and on their acquaintance with scientists and scientific organizations.[44]

Such knowledge will also aid the archivist in deciding when a sample should be changed. Among the three sampling jobs in the field of labor relations case files discussed above, for example, the second is a recasting of the first, partly because of a change in labor-relations legislation (the superseding of the Wagner by the Taft-Hartley Act) and partly because of the desirability of reducing the sample; the third has a written-in provision to cover any changes in the nature and importance of the "issues" that are to be represented.[45] A knowing archivist may also find himself in a position to gear the sample he creates to existing practices or needs in some other part of the Government. This was done with certain rent control case files of the Office of Housing Expediter, by selecting as the cities whose records were to be preserved the same cities as were used in the statistical sample of the Bureau of Labor Statistics.[46]

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[44] Job II-NNA-1291. Special knowledge was also called for in sampling each program of the Commodity Credit Corporation and the loan folders of the Farm Security Administration and the Rural Resettlement Administration, mentioned earlier.

Implementation

It will be noted that some of the National Archives disposition jobs that form the basis for this discussion provide for the retention once and for all of a sample from a closed series; others provide for a recurring sample, to be withdrawn for retention periodically as long as the agency of origin, the activity covered, or the record series continues to exist. In the case of recurring samples the archivist must give thought to the amount of archival space and care that he is pledging on a long-term basis. He must consider carefully how the accessioning of the sample increments shall be spaced in time. If he accessions small increments at frequent intervals, he may needlessly scatter a series or a record group inconveniently around his stacks. If he spaces the increments too widely in time, he may inconvenience the agency of origin. Moreover, he may not get so carefully considered a sample if the originating agency is asked to take on too large a selection job on any one occasion.

In general, other things being equal, samples should be drawn, ticketed for drawing, or covered by very specific instructions as soon as possible; preferably they should be drawn as soon as possible. Otherwise, particularly if an agency is being liquidated, the operating and professional agency staff on whom should fall the chief burden of actual sample drawing will have disappeared from the scene. Or, if the series of records is closed, knowledge of what the records are and mean will have evaporated although the agency may still exist.

It is well, also, to incorporate in a disposal list or schedule that involves sampling some provision to fix responsibility for sampling at a high enough level in the agency. This has been done in a number of the jobs here considered. In Job II-NNA-2026, for example, "each Regional Director will select for eventual transfer to the

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[45] Jobs II-NNA-674, 346-S19, and II-NNA-2026.

[46] Job 348-S224.

National Archives . . ."; and in Job 346-S19 "the Regional Directors shall periodically . . . submit to the Board a list of . . . cases . . . important. . . ." The archivist may also suggest that the fixing of responsibility be incorporated in agency issuances implementing disposal lists or schedules. Especially if a sample is to be based on importance, significance, or the issues involved — if the sample is not random, that is — selection should not be left to clerical personnel.

The Statistical Sample

At the beginning of this paper a distinction was drawn between archival sampling and statistical sampling. It was pointed out that archival sampling does not rest basically on mathematical considerations and does not achieve measurable reliability in representing the universe or population it deals with. There have been no instances of statistical sampling among National Archives disposition jobs except in the case of individual income-tax returns, where the sampling requirement was later dropped. The Farm Security Administration loan folders come close to being statistical samples.

But the possibility cannot be foreclosed that some day a statistical, mathematically based sample of known reliability may be considered worth drawing for preservation. Statisticians with whom the question has been discussed do not dismiss this possibility. It is true, moreover, that archivists occasionally encounter statistical samples in their disposition work. Archivists therefore should acquaint themselves with the theory and techniques of statistical sampling by consulting such authoritative but nontechnical treatments of the subject as are available.[47]

This much may be said here.

In a statistical sample we are concerned primarily with reliability. An unreliable sample is of no use to anybody. Both mathematical logic and experimentation have shown that under certain conditions a measurable degree of reliability can be attained in a sample, and that a reliability can be obtained that will measure up to any desired degree short of absolute certainty.

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[47] Suggested are Deming, *Brief Statement on Sampling*, cited in note 3 above; and a series of three articles published in the (British) Organization and Methods Division of H. M. Treasury, *O&M Bulletin*, vol. 10, nos. 2, 3, and 4 (Apr.-July 1955). Other discussions of sampling and statistical records of value to archivists are Inter-agency Records Administration Conference, *The Uses and Management of Statistical Records* (Report of the Seventh Meeting, 1945-46 Season, Mar. 22, 1946), and *Sampling Techniques in Records Preservation* (Report of the Fourth Meeting, 1948-49 Season, Dec. 17, 1948); Kulsrud, in *American Archivist*, 10:328-334 (Oct. 1947); and Morris B. Ullman, "The Records of a Statistical Survey," *ibid.*, 5:28-35 (Jan. 1942).

The reliability of a sample is expressed in terms of "confidence limits." This means that any sample drawn from a given universe will produce the same results as any other sample similarly drawn, within a tolerance of 2, 5, 10, or any other percentage of variation, depending on the confidence limits that have been built into the sample. This is, of course, a way of saying that within the stated limits the sample is representative of the universe.[48]

As an example, let us consider the individual income-tax returns that were once the subject of a National Archives disposal job with a sampling proviso. If the sample was properly drawn, it would be representative of the universe of taxpayers in that, for instance, the proportion of returns in the $5,000 to $6,000 tax bracket would be the same in the sample as in the universe except for a stated tolerance of variation. Its representative character could be experimentally tested by drawing a number of additional complete samples and seeing whether or not each sample corresponded with the others, within the stated limits. Without experimentation, however, the reliability of the sample could be prearranged and post-audited by the application of a mathematical formula.

The conditions of reliability are (1) the randomness of the sample and (2) its size in relation to its objectives.

Randomness of the Sample

The mathematics of sampling is basically the mathematics of chance, familiar in a crude way to such archivists as play poker or roll dice. It is for this reason that randomness is an absolute prerequisite to reliability; the members of the universe being sampled that are selected for the sample must be chosen on a chance basis. On commonsense grounds, it will be seen at once that any other method might produce an unrepresentative sample. For one thing, conscious or unconscious prejudice might creep into the selection of the sample. For another, the preexisting arrangement of the universe might corrupt the sample, as in the following instance cited by Deming: "For example, a procedure that calls for the selection of the person listed on line 1 of every [census] sheet . . . would be seriously biassed in favor of heads of families, if heads of families [were] enumerated first."[49] In other words, the sample would be unrepresentative by being heavily weighted with older people and males.

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[48] Deming, as reported in the IRAC Conference on sampling techniques, cited above, makes these points thus: "When a sample is statistically designed, you can be sure that it will deliver the precision that is required, or very close to it. Moreover . . . after a statistical sample is drawn it is possible to discover . . . whether the sample is precise or wide of the mark . . . Sampling error is expressed in terms of a band of error (such as 5 percent) within which the result of a complete tally . . . would fall."

[49] Deming, *Brief Statement on Sampling*, p. 14.

But there is a more fundamental reason for insisting on the random choice of a sample. This lies in the fact that the mathematics of sampling is the mathematics of chance (or probability), and therefore the reliability of any sample is untestable and undemonstrable unless it is a random sample to begin with, save by the processing of a large number of parallel samples, by comparing the sample results with a complete count of the universe, or by completely subjective methods. To make such tests would vitiate the economies of sampling.[50]

Size of the Sample

The archivist, if concerned with a statistical sample at all, will be particularly concerned with the size required for reliability. This will be the case whether he is participating in the actual sampling of records to be retained or whether he is deciding on the value of an existing sample created in connection with some official statistical program whose records he is appraising. He will want to know how big a statistical sample should be to be worth preserving on grounds of its reliability. He will not wish to preserve a larger sample.

On the face of it, one might suppose that the bigger the universe, the bigger the sample must be. This, however, is not true. The size of the sample is determined by (1) *how varied the universe is* in terms of the factors whose magnitudes or relationships are being studied; and (2) *how much reliability (or representativeness) is required* of the result of the sampling process.

The Variation Factor

That the mere size of the universe does not itself govern the size of a reliable sample can be demonstrated on purely commonsense grounds by taking a hypothetical example. Let us suppose that the whole population of the United States — this time in the usual sense of "inhabitants" — is exactly alike in all respects. If this were the case, quite obviously a sample of one individual would be completely reliable and representative. And this would be equally true if the population of the United States were 160 million, 200 million, or 500 million. It is because the population of the United

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[50] This statement does not take into account either stratification or the exceptional cases in which a carefully safeguarded and handpicked sample may produce valid results. On such refinements the reader may consult almost any textbook of statistics.

States varies so much in so many ways that in actuality it takes many more than one individual to constitute a reliable sample.

At the other extreme of our hypothesis of a uniform population lies the actual fact that every person in the United States is an individual who differs from every other person. On this basis, however, no description of the population is possible short of a complete enumeration, accompanied by individual descriptions. This is, of course, an impracticable task. Fortunately, it is also needless in all the many cases in which — for certain specific purposes, practical or intellectual — we want to know something less than everything about the population. For a housing program, for example, we might be interested only in how many young and how many old persons there are in the population; how many single, how many married; how many small, how many large families; how many urban, how many rural dwellers.

In other words, whenever we think of a large universe (and there is no point in statistics of small universes) we think in terms of *classes* of members, and this is especially true when we think statistically.

In gearing a sample to the factor of how varied the universe is, therefore, we do not consider all the variations. All universes vary infinitely: no two leaves of a tree are exactly alike, nor are any two products of even the finest machine. We consider only those variations that bear on the problem we are trying to solve by statistical analysis. In a human population, this might be a matter of age, or of age and sex, or of age, sex, and income, and so on. Further, if it is a matter of age, it will not be on the basis of all differences in age ("there is one born every minute"), but of certain age *classes* set up for their relevance to the object of our study. For some purposes, we might set up seven classes, by 10-year intervals to age 60 and one interval called "over 60"; for other purposes, we might set up only three: "under 21," "21 to 60," and "over 60."

In short, the variations we must consider in setting up a reliable sample correspond to the classes of variations that have been prescribed for the analysis; and the larger the number of such classes, the larger the sample must be.

The Reliability Factor

It is never necessary that a statistical study be completely reliable — that is, that its results tally literally 100% with actuality. In fact, such ultimate reliability is impossible, as should be clear from what has already been said. The only complete representation of the human population of the United States is that population considered in its entirety. If even one member is left out, what remains will be — albeit infinitesimally — unreliable with respect to the peculiar characteristics of that one member. Even a complete enumeration will not tally 100% with actuality, because of the inevitability of human or mechanical error in the count. Theoretically at least it is possible to conceive that a well-designed sample will come closer to 100% than an enumeration. But it can never reach 100%.

It follows logically that a sample, being always less than the universe, must be less than 100% reliable, and that — other things being equal — the reliability will decrease as the size of the sample decreases. This of course does not mean that samples are worthless. For one thing, reliability does not decrease in direct ratio to the size of the sample. For example, a well-known political poll is considered by experts to be reliable within 4% although it is believed to be based on a sample of the voting population of only 3,000 maximum. Moreover, practical guidance to practical problems — like the planning of a housing program — can be provided by something much less than dead certainty as to the statistics of housing conditions and needs. As long as the degree of error can be foreseen, the costs of solving the practical problem, including waste due to error, can be evaluated.

Depending on what the intellectual or practical problem is, then, the degree of reliability that is required can be fixed in advance. For most problems, a sample that had only a 50-50 chance of corresponding with reality would be useless; for some, a 10% chance would be better than guesswork; for others, only finer statistical results would be worth while. And when the size of the sample is being determined, the question of the degree of error, unreliability, or unrepresentativeness that is permissible in the results will take its place next to the question of the number of relevant variations in the universe under study.

The Cost Factor

From everything that has been said above, one fact must be quite plain. The more refined and reliable the sample must be, the more costly it will be to select, process, and maintain. If the matters that it is to illuminate can be arranged into few classes, and if the tolerable degree of unreliability is large, the sample can be small. If light is to be thrown on some universe by a multiple division into classes, and if the reliability must be of high degree, the sample must be large.

For this reason, when statisticians prepare a sampling scheme they limit the sample both in respect of the refinement of its division into classes and in respect of the unreliability that they will tolerate, with a view to minimum costs for their particular purpose. They may even sacrifice some refinement and reliability to conform to allowable costs, on the grounds that a measure of refinement and reliability, of known limitations, is better than no statistical data at all.

In any case, of course, much sharp and practiced judgment is required to shape a sample to the uses for which it is drawn in other respects than refinement and reliability — in respect of its overall appropriateness.

All this involves, necessarily, another consideration to which the archivist must give heed if confronted either with a statistical sample that is to be appraised or with a universe of returns, submissions, or other forms of records that might be made the basis of a statistical sampling operation for archival purposes.

The archivist must bear in mind that there is no such thing as a demonstrably universal sample that would serve all conceivable research purposes within a given universe. The overall appropriateness, the refinement, and the reliability of a sample arise out of the particular research problem that the sample is to illuminate. If the sample is on these grounds quite large, it might be useful for other research problems in a more or less limited way. If the sample is small (perhaps because little refinement or reliability was required for its original use), the chances are correspondingly small that it can be used for other than its already-exploited use.

Therefore it will ordinarily be of little statistical use to accession a body of records that is itself a small sample of some relatively large universe. It will be of little statistical use to reduce a sample by further sampling, for — as has been said — this will ordinarily reduce and restrict the sample so that it can yield only less information than it did to begin with.

And if the question arises of taking in or creating a large statistical sample, the archivist — like the statistician himself — must consider whether the cost of selecting or maintaining the sample, and the cost to possible users of processing the sample, are commensurate with the chances of use and its results. It is not at all impossible that this ratio of cost to product might in some cases turn out favorably for retention. But in each case it deserves careful scrutiny and consultation with statisticians practiced in the subject-matter with which the sample deals.

The Madison Papers

By WILLIAM H. RUNGE[1]

University of Virginia Library

BEFORE discussing the project to publish the papers of James Madison I should like briefly to sketch the history of the papers themselves. The correspondence that Madison left consisted almost wholly of letters received. Unlike Jefferson, Madison rarely made copies of outgoing letters. In general, the copies left by him were either drafts or else copies that he made late in life, as in the case of some of his letters to Washington and Jefferson. In addition to his correspondence, Madison left many longer writings: essays and his invaluable proceedings and debates of the Constitutional Convention and of the sessions of the congresses of which he was a member. These papers he bequeathed to his wife, Dolly, with the intention that she publish immediately the constitutional convention debates, the debates in the congresses of 1782, 1783, and 1787, the proceedings of the congresses of 1776, and a limited number of the letters as he had arranged them. Mrs. Madison was not successful in having these published, however, and in 1837 she sold this group of papers to the United States Government for $30,000. These were edited by Henry D. Gilpin, solicitor of the Treasury, and published in three volumes by the Government in 1840. A few years later, in 1848, Congress appropriated $25,000 to purchase the remaining Madison papers owned by Mrs. Madison, who was by this time financially distressed. A part of this second purchase was published in 1865 in an edition of four volumes.

Actually the Government did not receive all the Madison letters it bought in 1848; for Madison's stepson, John Payne Todd, an inveterate gambler, sorely in need of money, sold 1,000 of the letters to John C. McGuire before the Government took possession. In 1892 Marshall Field bought the McGuire collection at auction and gave it to the Chicago Historical Society. This collection was turned over to the Library of Congress in 1910 after the Chicago society was reimbursed for the cost of the letters. Some time later, about 15 years ago, the Library of Congress acquired the papers of William Cabell Rives, the ante-bellum politician and diplomat from Virginia. Among Rives' papers were found about 500 of the Madison letters that the Government had purchased from Dolly Madison in 1837 and 1848. Rives had borrowed the entire Madison collection while he was writing his *Life and Times of James Madison*, and some of these borrowed papers, mixed with his own papers after his death, remained there until the Rives papers were acquired by the Library. Thus it was not until 1941 that the Government took final possession of all the papers it had bought about a century earlier.

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[1] Paper read at the annual meeting of the Southern Historical Association at Durham, North Carolina, November 1956, primarily to inform the association's members of completed plans for the publication of the Madison papers. The author was at that time assistant in manuscripts at the Alderman Library, University of Virginia. He is now acting curator of rare books and of the Tracy W. McGregor Library at the University of Virginia. Mr. Runge disclaims any official connection with the publication project itself and wishes to acknowledge the aid of Francis L. Berkeley, Jr., William M. E. Rachal, and John Cook Wyllie in the preparation of his paper.

In addition to the papers Madison himself accumulated, there are in the National Archives Madison's official papers as Secretary of State and a number of his state papers as President. These, with the collection at the Library of Congress, amount to some 19,000 items. The remainder of the Madison papers are scattered. Some of the more important are in collections in the New York Public Library, the Pennsylvania Historical Society, the Virginia Historical Society, the Virginia State Archives, and the University of Virginia. These collections, added to those in Government repositories, bring the total of Madison papers now known to something more than 20,000 items; and this is probably a conservative estimate. How many letters will be uncovered in other repositories and in private hands only time will tell. If the experience of similar publication projects applies to this one, as no doubt it will, there will be many.

On October 1, 1956, an event took place that had long been hoped for, particularly at the University of Virginia. That event was the opening of the editorial offices of the James Madison Papers at the University of Chicago. As with any occasion of this kind, many years of work led up to it. At the University of Virginia Library many years ago, John Cook Wyllie, the present librarian, who inaugurated the checklist of the Jefferson Papers in the 1930's, and Francis L. Berkeley, Jr., curator of manuscripts, who has given much of his time to the preservation and publication of important papers, began to checklist the Madison papers in much the same manner as they had the Jefferson and later the Monroe papers. The University of Virginia has always had close association with Madison, who was on its original Board of Visitors and was its second Rector. Its library still receives an income from a Madison endowment, and its governing body's earliest archives are partly in Madison's hand. The library has for a number of years made occasional purchases of unofficial papers relating to the private life of Madison and to his work as a cofounder of the University. The Madison checklist, however, has been assembled not only from collections in Charlottesville, but from public and private libraries elsewhere, from dealers' catalogs, and from letters appearing or cited in published works. Whenever a letter or other document is located, whether the original or a printed copy, the date of the item, the personalities involved, and the source are noted on a card, which is filed chronologically in the checklist. This chronological census of Madison's writings now contains some 14,000 entries. The checklisting of Madison material is now, however, in arrears, because the library has in recent years acquired many rolls of microfilm of Madison letters in other institutions, and all of these are now ready for checklisting. All our files will, of course, be made available to the editors of the James Madison Papers, for their use, just as our Jefferson checklist was to the editors of the Jefferson Papers.

In 1952 Philip M. Hamer, director of the National Historical Publications Commission, who has encouraged many other projects of this kind, in cooperation with a Virginia committee consisting of David J. Mays, Lyman Butterfield, William J. Van Schreeven, and Francis L. Berkeley, Jr., began to move for more concrete results. Colgate W. Darden, Jr., president of the University of Virginia, soon became interested; and in 1954 the University of Chicago Press offered to underwrite the publication of the papers provided that means could be found to support an editorial project. At this point Leonard D. White of the Chicago political science faculty came forward with the proposal that he and William T. Hutchinson of the Chicago history faculty join in editing the papers. At last the project had an editor; and when Lawrence A. Kimpton, chancellor of the University of Chicago, expressed his interest in seeing the publication become a reality, plans rapidly materialized. It is due to Professor White's initiative and energy that the project has at last taken shape and has crystallized so rapidly in the last 18 months. During 1955 and 1956 the universities of Chicago and Virginia joined to underwrite the project. Grants for the editorial work have been made by the Ford and Rockefeller foundations, and an appropriation has been received from the Virginia General Assembly.

While the money was being raised, an overall organization for the project was formed. An advisory board was created, as for other such projects, with President Darden as chairman, Chancellor

Kimpton as vice chairman, and Julian P. Boyd, Irving Brant, Dumas Malone, and John Cook Wyllie as members. This board had its first meeting on December 1, 1956, at the University of Virginia.

Unlike most other projects of similar purpose, which usually have one chief editor, this one is largely controlled by a board of editors. The board consists of the two representatives of the University of Chicago, Professors White and Hutchinson, and the University of Virginia representative, William M. E. Rachal, editor of the *Virginia Magazine of History and Biography.* These board members, working part time, will assume actual direction of the assembling of a complete file of photocopies of the Madison papers and will establish policies for editing and publication.

Ralph L. Ketchum, on leave of absence from his post as assistant professor of history at Syracuse University, has taken the position as full-time associate editor of the project. In this position Mr. Ketchum will work under the direction of the editors, and will carry on the details of administration and editorial procedures. The other staff member is Jean Schneider, the executive secretary. This staff began active work on the project on October 1, 1956. Additional staff members will be appointed as the need arises.[2]

The edition that the editors now have in mind will run to about 22 volumes, with the papers arranged in a single chronological sequence. The format will be similar to that of the Princeton edition of the Jefferson papers, and the work will be published by the University of Chicago Press. It is planned to publish the entire correspondence, both letters written by Madison and those written to him, and all of his tracts, essays, and other writings. Some letters will be printed in abstract only. For instance, a letter written by Jefferson to Madison that is to be printed in full in the Princeton edition of the Jefferson papers might well be printed in abstract form only, if the entire contents are not important or if the editors have not been able to add new information from their study of Madison. In each case the relative importance of the letter will govern the decision. In the case of form letters, documents, and the like, representative samples will be selected and printed in full. It is assumed that it would be of little value to print all routine letters and documents, for example those appointing postmasters and army officers, signed by Madison. But samples will be printed, and others will be listed with their location given. In speaking of these form letters and documents, Julian P. Boyd has stressed their importance to legal historians interested in the development of writs, to the administrative historian interested in forms and procedures, to the cultural historian interested in the spread of printing, and to the biographer who needs to be aware of the daily stresses that his subject undergoes in his official chores.[3] Whenever a document or form letter relates to an important personage, it will probably be printed in full. At present the editors do not plan to include any letters of Dolly Madison other than those she exchanged with her husband. They do, however, plan to collect all of the Dolly Madison correspondence.

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[2] After this paper was delivered, William H. Gaines of the *Virginia Cavalcade* accepted a position as editorial assistant to Mr. Rachal. Mr. Gaines, however, resigned this position effective July 1, 1957, to become associate editor of the *Papers of Thomas Jefferson.*

For at least the next 2 years, the editorial staff will be concerned wholly with assembling a complete photocopy file of the Madison papers and establishing editorial policy and procedures. Present plans call for publication of the first volume in 1960; and, if estimates are correct, 12 years will elapse before the final volume comes from the press. During this time the editors will of course cooperate with other editorial projects and in turn will need the cooperation not only of other editorial projects but also of public and private libraries, private collectors, historians, and many others. Ever since the Princeton Jefferson publication project first got under way, it has become more and more evident that today's publication of the papers of great men is a cooperative enterprise.

Besides the 1840 and 1865 editions of Madison papers, already mentioned, there has been one other previous attempt to get the papers into the public domain of the scholar: the nine-volume edition of 1900, edited by Gaillard Hunt. But all these editions suffer from the usual faults of 19th-century editing: incompleteness, selectivity, expurgation, and error. With this new and complete edition of the papers of the "father of our constitution," a conspicuous gap in the publication of the papers of the leaders of the revolutionary and early national periods will be filled.

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[3] Julian P. Boyd, "Some Animadversions on Being Struck by Lightning," in *Daedalus; Proceedings of the American Academy of Arts and Sciences*, vol. 86, no. 1, p. 54.

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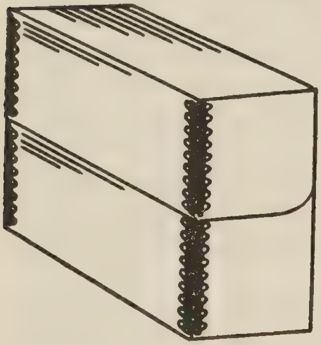

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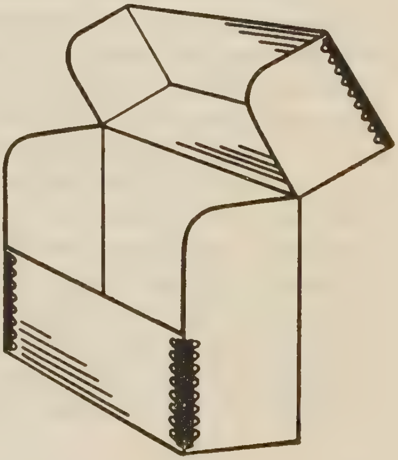

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To Repair or Despair?

By ROBERT W. S. TURNER

Records Management Centre
Central African Archives

NO ARCHIVIST will dispute that his primary responsibility is the physical welfare of his archives. It was therefore fitting as well as symbolic that the first article of the first issue of the *American Archivist* was on the subject of repair and preservation. The profession owes a debt of gratitude to L. Herman Smith of the Department of Manuscripts in the Huntington Library, California, for a very comprehensive and completely factual report. Smith spent a year investigating methods of document restoration in Europe; and his report, entitled "Manuscript Repair in European Archives,"[1] perhaps makes more interesting reading now than it did 22 years ago. What a panorama of repair processes he saw in Europe then!

The administration of archives has made great strides during the last 20 years. The spirit of progress is clearly reflected in the title of Ernst Posner's presidential address to the Society of American Archivists last year, "What Then Is the American Archivist, This New Man?"[2] In many other countries too, wherever the burden of tradition is not too heavy, the new spirit and new approach are active, seeking and finding new solutions to both old and new problems. The aim of European policy seems usually to be the concentration of repair work on the so-called "ancient classes." The question of modern papers is chiefly considered to be a matter for the creator of the papers — the administrator should ensure that he uses only tough, good-quality paper when he produces records.[3] To those archivists whose collections are largely composed of relatively modern papers, these views appear quite unjustifiable and fit only for the sort of ostrich mentality that seeks to bury its head alternately in the sands of the past and the sands of the future.

Beset with stupendous and pressing difficulties, the custodian of a vast accumulation of modern records cannot wait an indeterminate time before tackling the problem of rehabilitation. The various traditional methods of European repair were examined and discarded as unsuitable for mass production and hence prohibitively expensive for application on a large scale. Doubt was cast, moreover, on the chemical stability of some of the substances and materials employed. The stage was set for some new approach to the problem. A revolution was in order. Lamination with cellulose acetate was accepted as the answer. Roger Ellis of the Public Record Office, London, has said that in matters affecting repair processes, the chemist is "sometimes a dangerous guide but always a valuable ally." [4] One cannot but feel that a chemist when confronted with Smith's report would not speak of archivists with the same measure of tact and diplomacy! The speculation is interesting, as it was against this background that chemists at the National Bureau of Standards in the United States pioneered the use of cellulose acetate foil in the field of document restoration. On the advice of the Bureau, the National Archives in Washington embarked on an extensive program of lamination, and thus was born a controversy where Ellis's remark could be regarded by the disputants as either prophetic or merely platitudinous.

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[1] *American Archivist*, 1:1-22 (Jan. 1938). This report is of an investigation made in 1935.

[2] *American Archivist*, 20:3-11 (Jan. 1957).

[3] See Hilary Jenkinson, "The Principles and Practice of Archive Repair Work in England," in *Archivum*, 2:31-41 (1952).

The new process aroused worldwide interest. On the one hand it was regarded as "eminently satisfactory," [5] and the answer to practically all the problems of document repair. On the other hand it was subjected to a heavy barrage of criticism. Most of this criticism came from European archivists, who made repeated references to a factor called the test of time. These criticisms were brushed aside, partly because no one made any attempt to define what was meant by the test of time and partly because the critics themselves were regarded with not a little suspicion for their seemingly unrealistic attitude towards present-day problems. Besides, cellulose acetate had the blessing of most fair-minded chemists, being regarded as a completely stable substance that in no way could be toxic to paper.

There are, however, critics of the process who base their objections on concrete observation rather than on hypothetical and indefinite assumptions about the test of time. For example, Joseph Broadman, speaking of ". . . the reasons why cellulose acetate cannot be considered a permanent plastic," says:

> In the first place, all cellulose acetate films known or used commercially contain a plasticizer. A plasticizer is usually a volatile liquid or solid which is incorporated with the cellulose acetate to provide a finished product of the

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[4] Roger Ellis, *The Principles of Archive Repair* (London School of Printing and Graphic Arts, 1951).

[5] B. W. Scribner, *Protection of Documents With Cellulose Acetate Sheeting*, p. 2 (U. S. National Bureau of Standards, *Miscellaneous Publication* M 168, 1941).

> desired flexibility, toughness and life. Cellulose acetate *per se* is quite brittle and cannot be easily produced or fabricated. In time these plasticizers tend to exude from the plastic sheet . . . [the plasticizer] . . . is then lost to the plastic along with its beneficial effects.[6]

Again, H. J. Plenderleith, Keeper of the British Museum Research Laboratory, writes:

> Any hesitation in recommending the cellulose acetate process for the lamination of valuable documents is concerned with the fact that, while cellulose acetate may be accepted in itself as innocuous and durable, the sheets used for laminating contain a relatively high percentage of plasticizer, and it is by no means certain that this will remain in the film indefinitely, or indeed that one or other of the plasticizers used may not in some as yet undefined way be deleterious to the paper.[7]

Up to about a third of the total weight of a sheet of cellulose acetate foil may be composed of plasticizer; to call this material cellulose acetate foil is, therefore, largely a misnomer. It is clear that should the plasticizer for some reason exude or evaporate, the remaining sheet would materially differ from the original foil. The degree of adhesion to the document would probably be weakened, and the foil by itself would become relatively brittle.

About 3 years ago some of the laminated documents in the National Archives in Washington appeared to be giving signs of trouble; and an inquiry, sponsored jointly by the National Archives, the Library of Congress, the Army Map Service, and the Virginia State Library, was instituted. The inquiry is being carried on by the United States National Bureau of Standards. The first publicity on this project was given at the annual meeting of the Society of American Archivists at Nashville, Tennessee, in October 1955, when W. K. Wilson of the Bureau of Standards pointed out that the plasticizer of some of the cellulose acetate foil in the National Archives had proved to be fugitive. The main objective of the investigation now in progress is to develop information that would establish specifications for stabilizing the plasticizer in the foil.

An interesting and curious aspect of the discussion at Nashville was the attitude adopted by the users of the restorative process developed by W. J. Barrow of Richmond, Virginia. All staunchly supported the Barrow method, and none had the slightest deterioration in repaired documents to report. Papers that had been repaired with cellulose acetate foil 18 years ago and used on an average of 400 times a year were said to be as good as the day they were repaired.

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[6] Joseph Broadman, *Cellulose Acetate Sheetings — A Critical Analysis* (New York, 1946).

[7] H. J. Plenderleith, *The Conservation of Antiquities and Works of Art* (Oxford University Press, 1956).

On the other hand the situation at the National Archives has not been so happy. T. R. Schellenberg, Assistant Archivist of the United States, National Archives, quotes D. L. Evans (now Deputy Keeper in the Public Record Office, London) "For what guarantee is there of the permanence of the qualities of this new material: that with the passage of time, its transparency will not be marred by discoloration and its flexibility give way to brittleness?"[8] Schellenberg then observes, "After twenty years of experience with the lamination process the National Archives has found this skepticism to be a least partially justified."[9]

There seems to be a good deal of confused thinking about the Barrow method as compared with the National Archives process of lamination. This is typified in A. E. Minogue's remark, "W. J. Barrow of the Virginia State Library in Richmond has developed a less expensive lamination machine which is different from the flat-bed hydraulic press in use at the National Archives, but the result of the processing is similar."[10] The truth of the matter is that there is little similarity between the equipment, the process, or the results of the two methods. The only common feature is that both use cellulose acetate foil.

The National Archives employs a steam-heated flat-bed hydraulic press. Documents are usually laminated with cellulose acetate foil 0.00088 inches thick without any reinforcing tissues. As the foil has very little tear resistance the restored document is not much stronger than before lamination. The temperature and time cycle required for laminating are particularly noteworthy. "For affixing [cellulose acetate] sheeting without adhesive, the temperature range is commonly 150° to 175°C, the pressure range is from 300 to 2,000 pounds per square inch, and the time required is from 3½ to 30 minutes."[11] In short the temperature, the pressure, and the time are all highly variable factors. The foil can obviously develop its full adhesive properties only when it is molten. This important consideration is fully recognized in the Barrow method, where the foil is first melted in an oven and then subjected to a momentary nip in a roller press. While passing through the roller the foil cools and hardens to become an integral part of the document. That the National Archives has at times found it necessary to expose the foil/document/foil sandwich to heat for several minutes indicates that the melting point of the foil has not been reached and that whatever adhesion takes place is purely the result of pressure. As the foil is not at a sufficiently high temperature to be sticky it is incapable of adhering to the individual fibers of the document. The action of prolonged pressure merely results in a semiplastic foil being forced into the pores of the document. The lower the temperature the longer the exposure to pressure necessary to achieve this type of adhesion. Adhesion of this nature is largely dependent on the locking action of particles of foil in the pores of the paper. Should the plasticizer subsequently prove to be fugitive these particles would shrink and the remaining cellulose acetate would tend to fall away from the document.

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[8] D. L. Evans, "The Lamination Process — A British View," in *American Archivist*, 9:320 (Oct. 1946).

[9] T. R. Schellenberg, *Modern Archives*, p. 166 (Chicago, 1956).

[10] Adelaide E. Minogue, *The Repair and Preservation of Records*, p. 39 (National Archives, *Bulletin* No. 5, 1943).

[11] Scribner, *Protection of Documents*, p. 3.

Apart from a marked tendency to substitute time of exposure for an inadequate temperature, the method of lamination employed at the National Archives has certain mechanical disadvantages. Basically, a flat-bed press is not compatible with the job of document lamination. H. M. Nixon of the British Museum's department of printed books has pointed out that "the flat-bed type of press has one defect: when a direct vertical pressure is exerted there is always the possibility of trapping a little air between the acetate sheet and the document. Where this occurs a small bubble will be left which may subsequently prove a source of trouble."[12] Apart from inevitably trapping a certain amount of air, which will expand on being heated, there is also the possibility of trapping vaporized plasticizer, as well as the probability, even if the document is only slightly moist, of trapping water, which is converted into superheated steam. As the practice is to cool the press while the documents are still under pressure, these gases are given the opportunity to contract or condense so that the laminate may appear sound. In actuality, the foil has been separated from the document in certain areas by a layer of gas, and these areas remain weak points in the laminate. By the time the foil and the document are brought into close contact on the cooling of the press, the temperature of the foil has dropped to a point where its adhesive properties are practically nil. It is therefore only a question of time and usage before the weakness of these areas becomes apparent to the naked eye.

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[12] Howard M. Nixon, "Lamination of Paper Documents With Cellulose Acetate Foil," in *Archives*, 1949, no. 2, p. 35.

In a roller press such as is employed in the Barrow method the possibility of trapping superheated steam, air, and vaporized plasticizer between the document and the foil is eliminated. The addition of two relatively stout sheets of tissue greatly reinforces the restored document. When we consider the possible fugitive nature of the plasticizer in the foil, the Barrow method has a further outstanding advantage. If a sandwich is made of a document, a standard sheet of foil, and 5 sheets of 6½-pound tissue, and if this sandwich is passed through the Barrow laminator, it will be found that all the sheets of tissue are stuck to the document. In the top or fifth sheet of tissue adhesion is confined to small areas; in the fourth tissue the areas of adhesion are large, and in the other three sheets of tissue adhesion appears to be complete. In short, a sheet of foil 0.00088 inches thick has over three times the adhesive properties that are required to weld a single sheet of reinforcing tissue to the document. As the foil is molten when it is fed into the press, the two solid materials involved — the document and the fibers of the tissue — are brought into very close contact by the rollers. It can be shown that the surplus foil in the Barrow tissue/foil/document/foil/tissue sandwich is squeezed through the fabric of the tissue and deposited on the surfaces away from the document. As there is about three times as much adhesive in this operation as is actually required the surplus adhesive is forced by the rollers into a series of waves on top of the tissue. The critical area in the Barrow laminate is between the document and the tissue; it is noteworthy that this area only contains a small fraction of the cellulose acetate foil. Any subsequent loss of plasticizer is therefore not likely to cause a mechanical breakdown because the quantity of this material employed in the critical area is minute. Whereas the flat-bed press will produce a true lamination[13] with cellulose acetate, the Barrow method produces a lamination with tissue.

The foil in the Barrow method, because of the action of the rollers, takes the place of an adhesive. If in the passage of years the plasticizer should dry out, the tissue would still be held to the document by the pure cellulose acetate. To be sure, the remaining cellulose acetate would be relatively brittle, but so is any good flour paste when it is dry. There is no reason to suppose that the minute quantity of pure cellulose acetate in this critical area between the document and the tissue will behave mechanically in a different way from flour paste. Apart from its ease of application, one of the greatest advantages of cellulose acetate over flour paste is that its high refractive index improves the transparency of the reinforcing tissue. The bookbinder's and repairer's old adage that adhesives are meant to stick things together and not keep them apart is as true with cellulose acetate foil as with any other adhesive. If cellulose acetate sheeting could be obtained one-half or one-third as thick as the standard 0.00088 inch foil, it should produce better results in the Barrow method. If a manufacturer could be persuaded to make a foil about 0.0003 inches thick, ready fabricated with a suitable reinforcing tissue, it would go a long way in speeding up repair work.

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[13] The word lamination has been used throughout to imply the presence of a definite lamina or layer.

There is one other major difference between the Barrow and the National Archives processes. Barrow insists that papers to be restored should be deacidified. The actual method of deacidification also has the effect of flattening as well as cleaning the document. While deacidification is a great contribution to the science of document preservation, it is considered that sufficient time has not elapsed for the absence of deacidification to be the cause of the deterioration of restored documents in the National Archives.

It must not be assumed from the foregoing remarks that lamination in the National Archives has resulted in irreparable damage being done to irreplaceable records. The fact is, however, that whereas the chemistry of both the National Archives and Barrow processes is identical, the mechanics of the two are quite different. There is no evidence that any documents repaired by the Barrow method are giving mechanical trouble, but this cannot be said of those repaired in the National Archives. The question then arises: Is it necessary for the United States Bureau of Standards to develop a new specification for foil which would contain antioxidants, buffers, stabilizers, and other untried substances in an effort to retard the loss of plasticizer? May it not be preferable to develop a foil with an even more fugitive plasticizer that, while lowering the melting point of the foil, evaporates a short time after application?

Scribner's attitude towards the vital factors of temperature, time, and pressure has been noted. Arthur E. Kimberley adopts the same view: "The heating time may vary 3½ minutes to 30 minutes at 40 pounds steam pressure while the pressure necessary ranges from 300 pounds per square inch to 2,000 pounds per square inch." [14] And Miss Minogue says: "It is impossible to lay down general rules for the lamination of the various types of materials encountered, because individual presses vary and the steam pressure varies from day to day. More time is required for heating when steam is at low pressure."[15] Barrow states that ". . . the approximate temperature range is from 315°F to 320°F, and a pressure of over 700 pounds per square inch. . . . The application of this film should be made with only a precision-built piece of apparatus, which controls very accurately the heat and pressure." The Barrow press has a thermometer, which, while indicating the temperature of the platens, does not give the temperature of the document and foil; in the absence of a pressure gage there is no way of determining what pressure is applied and there is no timing device to ensure that the document is not given an over- or under-exposure to heat. Archivists would do well to determine the exact temperature at which cellulose acetate foil develops its greatest adhesive properties. Presses should have thermo-couples, which should indicate the exact temperature of the document, *not* the platen or oven. Linked with the thermo-couple should be an accurate timing device. A pressure gage is also a necessity. The present rough-and-ready, rule-of-thumb methods of repairing documents with cellulose acetate foil must inevitably lead to accidents and to the damaging of irreplaceable documents.

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[14] Arthur E. Kimberley, "Repair and Preservation in the National Archives," in *American Archivist*, 1:115 (July 1938).

It is of the utmost importance that the whole process of repair should be subjected to checks and counter checks. The Public Record Office in London has a repair register with an index capable of giving the repair history of any document in a matter of minutes. This system could well be adopted by all institutions. Every archival institution should have a small laboratory capable of conducting simple tests to determine the degree of acidity in a sample of paper, the presence of nitrate in foil, and so on. All these tests, like the standard tests for residual hypo in photography, are largely a matter of common sense; they do not require the services of a fully qualified chemist. A small manual describing such a laboratory and the checks and tests that should be undertaken would be useful to many archivists.

My criticisms of present day repair processes involving the use of cellulose acetate foil have been voiced in a spirit of constructiveness. There is no doubt that the processes need refinement. On the credit side, however, the use of cellulose acetate foil in conjunction with a good quality of tissue can result in an outstanding product — one that is not only chemically, physically, and economically far superior to that of the traditional method of silking, but is esthetically more pleasing than the product of any other method of repair.

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[15] Minogue, *Repair and Preservation*, p. 34.

There is, however, one important aspect in which document restoration using cellulose acetate foil does not appear to have justified early hopes and expectations. At one time it was thought that the new process would permit the treatment of the great mass of modern records; but, alas, this seems to be beyond the economic capacity even of America. The process is relatively slow and expensive. What then is to happen to the vast numbers of modern records that are crumbling to dust? Evans says ". . . it is the edge of a poor paper that first becomes brittle and yellow. The obvious remedy is to frame the documents with a new paper of 'record' quality. That, however, is admittedly a skilled job and a slow one."[16] The framing of these papers would, over a period of time, result in further considerable damage due to the varying degrees of expansion between the document and its frame. Evans is also wrong in supposing the disease is confined to the edges. Admittedly the edges deteriorate first, under the action of light and oxidation, but it must be remembered that the entire document is "sick" because of the poor quality of the material of which it is made. Neutralization of any active elements in the document that may be aggravating or causing deterioration, together with reinforcement over the entire surface of the document, is the only hope of preserving the original. The archivist charged with the permanent preservation of masses of unstable material is confronted with a problem to which there is at present no answer.

The existing solution is to microfilm the documents and then either retain or dispose of the originals, according to their "intrinsic" value. Archivists at the National Archives in Washington have done much pioneer thinking along these lines. Instead of attempting to repair some originals, they microfilm them and make positive copies of the film available for purchase as microfilm publications. The fact that this film becomes available in several centers is particularly useful in a large country such as the United States. Microfilm is virtually the same material as cellulose acetate foil but contains different plasticizers. There is no reason to suppose, provided the master negatives are properly stored and periodically inspected, that the information on film could not be preserved for thousands of years.

When an archivist decides to destroy his original material and retain only a copy of it on film, he is obviously taking a grave step. That he appears to have no alternative does not in any way absolve him from his responsibilities. The modern archivist can no longer afford to be an impartial custodian of his papers. He has to say a great deal about the type of material he is prepared to accept in his archives, and he must be prepared to formulate sound reasons for his decisions. In the same way he should endeavor to formulate criteria for the logical elimination of original material that cannot be preserved.

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[16] Evans, "Lamination," in *American Archivist*, 9:322 (Oct. 1946).

It would be helpful if he could create a systematic nomenclature defining the "intrinsic" value as well as the physical condition of his various classes of records. It might be helpful if he should indicate their physical condition by the symbols, A, B, and C and the measure of their intrinsic value that would have a bearing on his decision to preserve or not to preserve the originals by the symbols, I, II, and III. Symbol A would indicate that the documents were in good physical condition, B that they required some rehabilitation, and C that they required extensive repair to ensure their preservation. Documents of class I would be those judged to be worth preserving in the original at almost any cost; class II would be those that it would be desirable to preserve in the original if reasonably possible, and class III would be those of which the original might be sacrificed should a copy be preserved. A series of interesting permutations can be evolved by combining the various classes of physical condition with the various classes of intrinsic value. It would be interesting to compare the definition of a class I with that of a class III document. Thoughts along these lines could conceivably rationalize a repair program while preventing an institution from embarking on a repair program wholly beyond the means of the country or state supporting it.

The rapid deterioration of poor-quality modern papers is a problem that is also common to libraries. For many reasons, but particularly because of the uniform size of the pages of a book, the problem of preservation in libraries is less complex than it is in archives. For example, it should be possible to feed the pages of a book into a rotary camera once the edges of the pages had been uniformly trimmed. It is conceivable that a whole 300-page volume could be reduced to microimages on a 4″ x 6″ double emulsion coated card, and that the whole operation could be carried out automatically. The Ford Foundation has recently provided $5,000,000 to create a Council on Library Resources. This council, under the inspired leadership of Verner W. Clapp, formerly Chief Assistant Librarian of Congress, is destined to make a major contribution to the physical preservation of printed material. Is it too much to hope that one of the great foundations will provide funds for research not only in the means of preserving irreplaceable archives but also in the best methods of preserving the information they contain?

And to the question: Is an archivist to repair or despair? There seems little doubt that in a great number of cases he will be forced to despair of repairing and to find some other method of preserving the information in the records.

Comments On Mr. Turner's Article

By James L. Gear[17]

Mr. Turner's "To Repair or Despair" is a most interesting and thought-provoking article. His theories and observations about the lamination process should stimulate archivists to analyze objectively their present methods and assumptions. Many of the points he makes are sound, and all deserve careful consideration. Some raise questions that cannot be summarily answered but rather suggest lines for future investigation.

In 1954, after nearly 20 years of laminating experience, the National Archives found it desirable to review its own methods; and, with the Library of Congress, the Army Map Service, and the Virginia State Library as joint sponsors, it asked the National Bureau of Standards to carry out a program of investigation. This program was not only to develop specifications for laminating foil but to look into such other important matters as the value of adding tissue to the laminate, the desirability of deacidification, and the relative merits of different kinds of equipment. The Bureau has now substantially completed its work, and in the course of doing so it has taken up specifically some of the questions and criticisms in Mr. Turner's article. My comments below are based on the findings of the Bureau and on my own laboratory experiments in the National Archives. I have set them down approximately in the order in which the related questions are raised by Mr. Turner.

Many critics of lamination have discussed plasticizers, volitalization of plasticizers, and the supposed resultant effects of volitalization, such as brittleness and delamination. The kind of plasticizer incorporated in a film depends on the requirements of the end product. In films for archival use a plasticizer is incorporated for one basic purpose — to lower the softening temperature at which cellulose acetate can be bonded to paper. The fact that most of the plasticizer will in time be lost has little effect on brittleness

[17] Mr. Gear is Chief of the Document Restoration Branch, National Archives.

or delamination. Cellulose acetate film of the thickness commonly used for archival lamination (.88 mils) is quite flexible without plasticizer. Folding endurance tests of plasticized and unplasticized films show this to be true. The Hercules Powder Co. has stated that toughness is a property inherent in cellulose derivatives and gives data on 3-mil unplasticized films that show toughness and flexibility to depend largely on the viscosity and the acetic acid content of the cellulose acetate flake. The folding endurance of the films (as measured in MIT Double Folds) ranged all the way from 15 to 293.[18]

Toughness in film can be defined as the opposite of brittleness; it means strength and firmness with flexibility. Folding endurance tests were made in the laboratories of the Bureau of Standards on a plasticized and an unplasticized film cast from the same cellulose acetate flake and on a commercial film suitable for lamination. The resultant data were as follows:

	Thickness (mils)	Number of MIT Double Folds
Film #1, unplasticized	1.1	1,393
Film #2, plasticized	1.5	806
Commercial plasticized film	.88	1,419

Another commercial laminating film .88 mil thick gave a value of 1,444 MIT Double Folds; yet the same film after being embedded in activated charcoal at 50°C for 46 days, to facilitate volitalization and removal of the plasticizer, gave a value of 1,864 MIT Double Folds. Despite the variation in the thickness of the films tested, the results give a fair indication of the relative flexibility of plasticized and unplasticized films.

So far there have been no data to support the theory that delamination would result from the loss of plasticizer. The loss of plasticizer from a film kept at room temperature would be comparatively slow, depending on the plasticizer, its vapor pressure, and its compatability with the cellulose acetate. We attempted, without success, to bring about delamination by embedding laminated paper in charcoal at 50°C for 30 days. There was no delamination or loosening of the bond in any of the samples.

Although the final specifications for archival film will cover far more than merely the plasticizer used — including such factors as the degree of substitution, viscosity, an acid acceptor, an ultraviolet absorber (which would also act as an antioxidant), and capacity to withstand accelerated aging tests — the importance of the kind of plasticizer used must not be underestimated. DeCroes and Tamblyn found that the plasticizer is often one of the principal contributors to the breakdown of cellulose esters and that the breakdown is partly oxidative.[19] Plasticizers are often more easily oxidized than the cellulose ester. It will therefore be important to settle on plasticizers that do not readily oxidize.

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[18] Hercules Powder Co., *Hercules Cellulose Acetate — Properties and Uses* (1954 ed.).

Laminating presses differ in the details of their operation, but all have time, temperature, and pressure as variables. It was suggested in 1941 that the range of pressure for laminating paper should be from 300 to 2,000 pounds per square inch and the range of heating time from 3½ to 30 minutes.[20] In the laminating operations of the National Archives today the pressure range used is from 300 to only 500 pounds per square inch and the range of heating time (starting from room temperature and rising to 150°C) is only 2 to 2½ minutes. Under these conditions adhesion can be achieved without difficulty, for in lamination adhesion depends on the "creep" or softening of cellulose acetate. The softening temperature is not fixed but depends on time of heating, rate of heating, pressure, and method of noting the end point. Moelter and Schweizer used a creep test in which the film was held under tension during heating at a constant rate of 2°C per minute.[21] They obtained data on several plasticizers, calculated the softening point depression constant for several types of plasticizers, and developed the equation $t = to^{e-kn}$ from their experimental data. In this equation t is the softening temperature in degrees centigrade of the film containing n moles of plasticizer, to is the softening temperature of the acetate flake, and k is the softening point depression constant. Graphical representation of the data gives the softening temperature. Using this equation, we have calculated the softening point of laminating film used by the National Archives at 117°C, well below the temperature attained in the process. Moelter and Schweizer also found that the softening temperature increases slightly with an increase in the speed of temperature rise. If time, temperature, and pressure are variables, the fairly wide range in which lamination could be achieved may also perhaps depend on the kind of paper being laminated; and for a given paper, a time of 2½ minutes, 300 pounds per square inch of pressure, and a temperature rising to 140°C may produce a bond as strong as that which could be achieved in 2 minutes, at 400 pounds per square inch with a maximum temperature of 150°C. It would be interesting to determine the bond achieved by a pressure of only 50 pounds at a temperature of 100°C for a week and then to embed the laminate in activated charcoal at 50°C for a month and redetermine the strength of the bond.

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[19] G. C. DeCroes and J. W. Tamblyn, "Protection of Cellulose Esters Against Breakdown by Heat and Light," in *Modern Plastics*, Apr. 1952.

[20] Scribner, *Protection of Documents.*

[21] G. M. Moelter and E. Schweitzer, "Heat Softening of Cellulose Acetate," in *Industrial and Engineering Chemistry*, vol. 41, no. 4 (Apr. 1949).

Mr. Turner says that cellulose acetate has very little tear resistance. Here a distinction must be made. There are two kinds of tear: edge tear and internal tear. The edge tear resistance of a film is much higher than its internal tear resistance, and the same observation applies to a document laminated with cellulose acetate alone. When 6½-pound tissue is used to reinforce a laminated document the edge tear resistance is only ½ the internal tear resistance of the reinforced document, but the edge tear resistance of the tissue-reinforced document is higher than that of the paper alone. Tissue reinforces a weak paper and therefore serves a useful purpose. The National Archives has been using 6½-pound tissue for the reinforcement of all laminated documents since November 1955. Before that time tissue was used on about 25% of all laminated documents.

Air bubbles do occasionally develop in a flat-bed press, but not often enough to constitute a serious disadvantage. The bubbles are clearly visible when the laminate is taken from the press so that it is necessary only to break the bubble with a pin and put the sheet back into the press. The National Archives now uses teflon instead of matte finish steel plates as separator release sheets, and has had no recent instances of bubbles.

The fact that an .88 mil film will penetrate 5 sheets of tissue is not surprising, and recent experiments in the National Archives have shown that it will do so in a flat-bed press as readily as it will between rollers. Tissue is softer and more porous than paper and pressure causes the softened cellulose acetate to move away from the harder surface of the paper and penetrate the more porous tissue. Penetration of part of the cellulose acetate through the tissue is necessary if the tissue is to be made transparent; insufficient penetration will make the writing on the laminated document hazy and difficult to read as a result of light scattering. It is doubtful whether cellulose acetate penetrates to the same degree when only one sheet of tissue is applied to each side as in normal lamination. The harder surface of the separator release sheets would certainly reduce the penetration. Recent lamination trials with tissue and acetate in a Barrow press, similar to the test described by Turner, failed to produce the same results. A series of sandwiches containing five sheets of tissue, 1 sheet of cellulose acetate, paper, 1 sheet of cellulose acetate, and 5 sheets of tissue were laminated in a Barrow press with heating times of 10, 20, 30, and 40 seconds. The operating conditions, temperature, and pressure were those normally used by the operator of the press. The first three outside sheets of tissue were readily removed. The fourth sheet was partly attached, and in the remaining fifth sheet adhesion was complete. It is possible, of course, that the laminating conditions, that is, the time, temperature, and pressure, were different from those under which Mr. Turner made his experiment.

Mr. Turner's suggestion that a .3 mil film might be better suited to the purpose of laminating paper than the usual .88 mil film prompted us to have cast a series of .3 mil, .4 mil, .5 mil, .8 mil, and 1.0 mil films and subject them to physical tests after lamination. The resulting data are as follows:

	Film only (1 sheet, no tissue)	Laminate				
	Tensile at break lbs. per 15 mm. strip	Tensile at break lbs. per 15 mm. strip	Elongation at break %, 15 mm. strip	Edge Tear lbs.	Internal Tear Grams	Bursting Strength Points
Paper alone		6.0	2.2	.3	26.8	10
Tissue alone		4.3	2.3	*	12	7
.3 mil	1.15	27.0	3.0	.46	81	42
.4 mil	1.58	27.3	3.2	.48	85	47
.5 mil	2.16	28.3	3.1	.54	82	44
.8 mil	4.7	33.0	3.5	.73	80	54
1.0 mil	5.8	33.4	3.4	.95	92	**
.88 commercial film	4.4	29.1	3.7	1.1	88	59

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* No accurate measure obtained.

** Not enough samples for this test.

From the above tabulation it is apparent that a .3 mil film is much better than one might expect. The major strength is probably due to tissue reinforcement, although this has not been proved. In actual use, however, .3 mil film would not be practicable. Because of its extreme thinness it does not seem to penetrate the tissue during lamination enough to render the tissue nearly transparent. It is also so thin that static charges cause it to cling to almost everything, making handling and application more difficult. This would increase processing time and therefore the overall cost of lamination. To manufacture a ready combined sheet of cellulose acetate and tissue would be difficult, and the effectiveness of the product would be doubtful.

One of the important attributes of permanent paper is low acid content, for it has long been known that highly acid papers deteriorate more rapidly than papers having less acid content. General observation suggests that acidic papers are subject to degradation during the process of lamination; and, therefore, deacidification is highly desirable. DeCroes and Tamblyn show that cellulose ester plastics are unstable in the presence of 0.08% concentrated sulfuric acid and that degradation is counteracted by the use of an acid acceptor.[22] This finding, however, does not mean that all is well if one deacidifies the paper. Laminating films may contain plasticizers that contribute to oxidative degradation; and if this is the case deacidification would only delay degradation of the acetate. The records in the National Archives originated in many different agencies and branches of Government and under many different circumstances. Many of these records were, for years before their transfer to the National Archives, stored under the most deplorable conditions. There is, therefore, probably a wider range of difference in the quality of records to be repaired in the National Archives than in any other institution in the United States. Some of our laminated documents have not stood up so well as was expected, and they have had to be relaminated. Perhaps deacidification would have prevented or delayed the deterioration observed in these documents.

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[22] DeCroes and Tamblyn, "Protection of Cellulose Esters," in *Modern Plastics*, Apr. 1952.

Tape-Recorded Interviewing: Some Thoughts From California[1]

By CORINNE LATHROP GILB

University of California

DESPITE the torrent of newsprint, office memoranda, carbon copies in triplicate, and published memoirs that seems to flow in the wake of every contemporary human activity, the inner workings of social institutions, major events, and 20th-century man himself often go undocumented. The telephone and airplane have made lengthy discursive letters an unnecessary luxury. The man with an urge to introspection no longer needs to keep a diary; he can go to a psychiatrist. A conscious or unconscious concern for public relations colors many if not most of the records destined for public viewing. And so, to help document the undocumented and to shed new light on what is already of record, the tape-recorded interview can be a real boon to scholars, present and future. Large corporations are beginning to record interviews to supplement their archives. Local historical societies, public museums, and public libraries are preserving regional folklore by gathering tape-recorded reminiscences. At Columbia University and the University of California, extended "oral history" interviews are being recorded as source material for scholars in the liberal arts and social sciences.[2]

Oral history in California began more than 70 years ago when Hubert Howe Bancroft's interviewers recorded stenographically the memoirs of leading Westerners. The University of California at Berkeley revived the Bancroft tradition in 1952-53, when the Bancroft Library and Prof. James Hart of the English department

[1] This article is based in part on a paper read before a meeting on December 29, 1955, of the Pacific Coast Branch of the American Historical Association, and in part on a paper read at a meeting of the Northern California Chapter of the American Studies Association on April 13, 1957. The writer is now in charge of the Institute of Industrial Relations oral history project, and is an instructor in humanities at Mills College.

[2] See Helen McCann White, "Thoughts on Oral History," in *American Archivist*, 20:19 (Jan. 1957); Owen W. Bombard, "A New Measure of Things Past," *ibid.*, 18:123 (Apr. 1955); Vaughan D. Bornet, "Oral History *Can* Be Worthwhile," *ibid.*, 18:241 (July 1955); and Dorothy Worrell, "The Past — Recorded for the Future," describing the work of Tales of Cape Cod, Inc., in *Radcliffe Quarterly*, 11:14 (May 1956).

persuaded Alice Toklas to record in Paris her memories of San Francisco and of her friend Gertrude Stein. Since 1953 the author has headed an oral history project that began experimentally in the Bancroft Library and in 1955 became the Regional Cultural History Project, now housed in the General Library.[3] By 1957 the project had completed nearly 40 manuscripts (of 100 to 600 pages each) transcribed from tape-recorded interviews with California leaders, including legislators, judges, lawyers, three ex-regents and an ex-comptroller of the university, artists, writers, a publisher, authorities on water and power, an anthropologist, a land speculator, the president of a food canning and shipping company, and the president of a shipping line.[4] In November 1956 the University's Institute of Industrial Relations, in Berkeley and Los Angeles, asked the author to undertake a similar project in the field of labor-management relations, beginning first with leading employers and labor officials in California and including eventually similar leaders throughout the Western States.[5] In 1957 the history department of the University of California at Los Angeles was making plans for an oral history project on that campus.

The interview technique is not a new method of gathering data for the social sciences. Sociologists have long used the "unstructured" or "depth" or "life-history" interview. It is natural for a historian, economist, or political scientist writing about a contemporary subject to supplement available documentation with interviews. The oral historian is unique only in that he is making his interviews for other people to use sometime in the future and therefore has special problems and obligations. The modern tape-recorder and more recently the tape film have opened up new avenues for those interested in documenting the present for the use of future researchers, but technology has not yet found a substitute for the human mind. The recorded interview is not automatically a thing of value. It may be a spate of words signifying nothing. Like any other researcher, the oral historian is concerned with what kind of information to look for and where to look for it, what questions to ask and how to ask them. The following generalizations about this new field are offered only as hypotheses, based on one area of experience and subject to further testing and revision.

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[3] From its beginning the project has been able to draw upon the information and contacts of interested experts both on and off the campus: James Hart, George Stewart, and James Caldwell of the English department; Walton Bean of the history department; Sanford Mosk and Paul Taylor of the economics department; T. J. Kent of the department of city and regional planning; Assistant Librarian Marion Milczewski; George Hammond and Robert E. Burke of the Bancroft Library; faculty members in agricultural economics, law, political science, and sociology; Berton Ballard of the State Bar of California; Curator Paul Mills of the Oakland Art Museum; Alfred Frankenstein, art and music critic of the San Francisco *Chronicle*, and a number of others.

[4] Roughly three-fourths of the interviews to date have been conducted by the author; two on literary subjects by Roland Duncan; and several on the organized blind and on water and power by Willa Baum.

[5] Especially helpful to this project have been Margaret S. Gordon, associate director of the Institute at Berkeley; Irving Bernstein of the Institute's staff at UCLA; labor leader Robert Ash; arbitrator Sam Kagel; and employer representative Paul St. Sure. Robert Knight of the Institute's staff at Berkeley has supplied much background information from his own researches in Northern California labor history.

A *sine qua non* for the oral historian is to know what is already well documented. The more ambitious the scope of a recording project, the more difficult but necessary this is. Otherwise the recorded interview becomes an expensive and time-consuming process of duplicating what can already be found in newspapers, letter files, and other available sources.

It is not enough simply to locate gaps in available documentation. If no one up to now has thought something worth documenting, the simple truth may be that it is not worth documenting, especially when so much source material already existing goes unassimilated and uninterpreted. Interviews should attempt to shed light on major historical trends and significant human experiences and should not make a fetish of the anecdotes of old men and the name-dropping chitchat of public figures.

The oral historian cannot set out to document the wide sweep of human endeavor without knowing what he is trying to find out, any more than any other researcher can. He must, in fact, be able to formulate research aims with far more insight and foresight than the average researcher because he is providing source material for scholars to use many years hence and must anticipate what they will be concerned with.

He starts, of course, with a basic frame of reference — for instance, the cultural history of a region, the history of an industry, the politics of the New Deal. He must then decide what he is trying to learn about his topic. If he is documenting the cultural history of a region, with what in the region is he most concerned: that which is typical of the region, that which affects large numbers of people within the region, that which is more or less unique to the region, regional influences on the rest of the country or the world or vice versa, or perhaps the fields in which the region is undergoing the most drastic change? Having chosen one or more of these possible approaches, the oral historian must go on to frame tentative hypotheses before he is ready to make an intelligent selection of persons to be interviewed. If his field is labor history, he may be impressed by the growth of multiemployer bargaining, and so he will select people who can give the most authoritative, thorough, articulate, and candid eyewitness accounts of how various types of multiemployer bargaining units have arisen, how they are organized, and what their effect has been. He may also wish to interview employers who have opposed the growth of multiemployer bargaining, and his interviewees should include labor leaders and former NLRB officials as well as employer spokesmen.

Although the interviewer needs to be aware of broader significances to be able to probe for them and to recognize what is relevant to them, he should also not neglect what is unique and specific in the person he is interviewing. The oral history interview is something quite different from public opinion polling; it is intensive and personal and inevitably to some degree biographical. At its best the interview reveals how the catastrophic and evolutionary events of our time have affected an individual life and how in turn that life has affected events. When an interview explores the whole life of a man, scholars can better evaluate any specific thing he says and interrelations are revealed that would not otherwise be apparent (for example, between economic interests and political activities).

There is much to be said for the biographical approach on its own merits. The interviewee can be led to tell his life story not as a limited memoir or an exercise in self-glorification or justification, but as a deep and sensitive exploration of how one individual has seen and reacted to the world about him. Just imagine what insights into 20th-century American culture might be gained through perceptive and detailed explorations of the thoughts and experiences of men like Dave Beck, Billy Graham, Al Capone, or William Faulkner.

In criticizing those who would be more scientific about their study of individuals, André Maurois once wrote rather petulantly: "Who is keeping a record of Bertrand Russell's dreams, so that the Freudian biographers may interpret them at a later date?" If some facts are not recorded during a person's lifetime, they are lost forever and cannot be reconstructed. Fortunately, the oral historian has the tools at hand, provided he also has wisdom, skill, patience, and the cooperation of his subjects, to record — figuratively speaking — even the dreams of contemporary man.

Oral history as biography has its limitations, of course, since it deals with a person entirely at the level of his own ability to perceive and articulate. It is often true that the actual self is something quite different from the self that is articulated. People see themselves and their environment through the lenses of their culture. In trying to be or appear to be honest a man may ascribe to self-interest actions that are manifestly not to his self-interest at all because, in the circles in which he moves, it is fashionable to think that the only real motivations are self-interested ones. Conversely, when he characterizes another person, the description may be less revealing of the person described than it is of the person doing the describing; we tend to see in other people only those qualities that have some utility or danger or other form of relevance to ourselves. But this kind of human limitation is oral history's greatest strength, for American culture is largely the composite of how each of us sees the world around him and behaves in response to it. If we could find a way toward fuller understanding of how the world looks to different types of individuals — to distort a little the words of Robert Burns, if we could see others as they see themselves — we might be well along the way toward the millennium.

Because oral history is still in its infancy and its creative possibilities have just begun to be explored, the need for careful standards should not be allowed to fetter vision and imaginative experimentation. It is better to risk a few crashing failures than to stay earthbound by excessive caution.

The procedures of interviewing at the University of California have been roughly similar to those practiced elsewhere and described in the *American Archivist.* Each interview has been preceded by careful research and preparation. Lists of questions are drawn up in chronological-topical order. Sometimes the interviewee is sent detailed questions in advance, sometimes he is given only a general outline, and sometimes he is given no advance warning at all, depending on his temperament. For every individual there are two types of questions: questions about subjects on which he is an authority and questions about himself. In the first type, controversial topics have not been avoided. An attorney for the northern California ranchers in their battles with the private power companies might be asked, "Were local juries to some extent biased against the power companies? In what ways could you benefit from this local sentiment?" A large fruit-rancher might be asked: "In the 1930's, did you think agricultural laborers should be entitled to relief when they were out on strike?" A union leader might be asked what key positions in his union were held by Communists in the 1930's, and a waterfront employer: "Do you think that waterfront labor relations would have been significantly changed if Harry Bridges had been deported?"

The author has prepared an extensive manual of questions on the interviewee himself. He may be questioned about the political, religious, and economic background of his family; asked which of his later major interests were aroused while he was in school and under what circumstances; and requested to evaluate his education in the light of later practical experience. He may be asked what his current reading habits are, what ambitions he has had for his children, and which candidates for political office he has supported over the years and why. An artist or writer may be urged to describe a typical workday. A businessman, labor leader, judge, or lawyer may be asked what his ethical problems have been in connection with politics, whether and how he has contributed to political campaigns, if and how he has tried to influence legislation. The interviewer may wish to know who a lawyer-legislator's clients have been, and a businessman who has also been in Government may be asked to compare the administrative techniques he has used in each job. In any case, the interviewer is concerned with finding out not only the "when, where, and what" of a person's life, but also the "why and how."

Direct blunt questioning is usually not the best way to get honest answers. Under the right circumstances, interviewees will feel relaxed enough to express their real feelings in such casual comments as the following:

> Mexicans are very efficient labor. They keep their place, for one thing, and don't become landlords. . . .
>
> At that time the Southern Pacific had almost absolute control of the legislature, but they did it only for self-protection, to protect their own interests. . . .
>
> I suppose that, putting it very baldly and frankly, the group which was in power in the Board wanted to continue in power, and I was their boy. . . .
>
> It is torture for me when I have to do a portrait, looking forward to it and at the same time feeling very much of an antagonism. . . .
>
> I took this job [a highly responsible one] because it paid more money.

The asking of questions involves a science all its own. The exact wording of a question may greatly influence the quality of the answer. Technique must naturally vary as individuals vary, and it is impossible to prescribe a foolproof formula. But there are some general precepts that have proved useful in interviewing:

1. Most important is the kind of relations that the interviewer establishes with the interviewee before the recording begins. Tell the interviewee in advance and preferably in writing exactly what the procedure is and what will

be expected of him. Give him the right to edit all material and to stipulate in writing the uses to which it will be put, and follow scrupulously all the terms of the agreement. It is best that the interviewer and everyone connected with the project should not stand to profit in any immediate personal way from the information or the contacts derived from the interview. Never violate a confidence. Never talk about another interviewee in any but polite general terms.

2. Most people respond best when they are sent in advance an outline of the questions to be covered. This gives them time to refresh their memories and collect their thoughts. It does not mean that they will read prepared speeches into the record, for the experienced interviewer can easily bring the interview to an informal plane. Be careful about the wording of questions. They may antagonize, frighten, or overwhelm some people. Interviewees will usually talk at what they think is the level of maturity and information of the person interviewing them. Let the interviewee know that you already have much of the inside story, but do not let him know exactly what you know. Find out everything you can about the person before you interview him, the events of his life, his friends and enemies, his likes and dislikes. With this information you can ask unobjectionable, detailed questions that are the keys to open many doors.

3. Choose a quiet place to record, where there will be no distractions; but also let it be the most convenient place for him. The interview should be a tête-à-tête between two persons. Three is almost always a crowd.

4. Approach the interview in a relaxed and friendly manner. Do not read questions off a sheet of paper or notecards. Try to work with an air of informality so that the narrative seems to unfold of its own accord. At the same time, do not let the interview degenerate into conversation. Keep in mind that the transcript is to be read by other persons, perhaps living 50 to 100 years from now. Make explicit what is implicit between you and the interviewee. Describe unobtrusively any gesture or object he uses to complete his meaning. Let your interview enrich whatever documentary evidence there is but at the same time stand by itself. Do not let your interviewee shuffle through papers and scrapbooks, commenting on them at random. If the same papers are not attached to the interview, the comments will lose most of their value. Even if the documents are attached, the comments will be hard to read. Proceed in an orderly chronological-topical fashion. Cover one subject fully before going on to the next. Be thorough in your questioning. Part of the truth can be misleading and worth less than nothing. Be careful how you order your questions. Find out what he thinks is important first before you follow through with specific questions. Otherwise, the trend of the interview will be influenced by your questions and you will never find out what his spontaneous reactions would have been. Be sure to get him to distinguish between what he thinks now and what he thought at the time of the event you are discussing. Do not hurry him about this. It is hard, if not downright impossible, to recall what one thought 20 or more years ago. Find out whether he is speaking as a participant or eyewitness of the events he is describing, or whether he is speaking merely from hearsay. If the latter, ask him for the sources of his information. Ask him to define terms. Ask for descriptions of the physical setting. Get

descriptions of the people involved, what they looked like, their personalities, their characters. After a long factual narrative, pause to get the interviewee's value judgments about the facts. Inspired to an imaginative recreation of the past, the interviewee will warm to his subject and the words will pour out. If it is not exciting and interesting to the participants, the interview will probably also be dull for the reader. It is all a matter of rapport and pacing, a judicious mixing of control and laissez-faire.

5. The interviewer must be a good listener. Indicate by your concentrated attention and your manner that the interviewee and what he has to say are of great interest to you. Do not try to inject your own personality or beliefs into the record. The focus should be entirely on the other person. In general, the fewer questions the interviewer has to ask during the recording and the shorter they are, the better the interview. Encourage the interviewee to feel responsible for the narration and to take pride in it. As long as he is on the right track, keep quiet; your best responses may be a nod, a frown, a raised eyebrow, a pause, or a laugh. The test of a good question is the quality of the answer it elicits. Two of our best stock questions are the simple words "Why?" and "Why not?" Avoid long abstract questions in academic jargon. Adopt the other person's own idiom if you can do it convincingly.

6. In a lengthy biographical interview, people do not talk freely if their own self-esteem and inner security are threatened in any way. Treat the interviewee as you would a guest in your home. Show him that you like him. Whenever you can do so with honesty, agree with him on small matters. Be discreetly noncommittal on large controversies, even if you agree with him, because you may be interviewing someone from the other side tomorrow and word gets around. Do not, however, so overplay your noncommittal role that the interviewee is made to feel the disparity between his talkativeness and your discretion. Do not ask your questions in any way that will make him unnecessarily lose face. Make it clear that you yourself are not there to pass judgment. At the same time show that you are objective and dedicated to the truth of things. Indicate that you think he is the kind of person who has the courage to talk frankly and that you admire him for it. Do not accept pleasant banalities in place of candor. Your own manner can keep the interview congenial and at the same time frank.

7. People usually talk freely about their avocations and their acquaintances but are unable to talk well about what they do every day and the people dearest to them. Sometimes this is due to lack of perspective, which the interviewer can help supply. You can ask, "How much time did you spend on that? In rough percentages, how was the rest of your time spent during that period?" Or, "What sorts of duties took up most of your time while you were president?" Or you can give your impression of his wife or dear friend and ask if this is correct.

8. If you think the interviewee will be reluctant to answer a certain question or describe a particularly painful event in his life, wait until rapport is good; then take the initiative and summarize earnestly and with sympathy the events that are still painful for the interviewee to recall. If the event was one of bitter personal defeat, indicate the impersonal forces that helped bring it

about. When you have said all this, he will probably be ready and perhaps even relieved to tell you about it in detail. It may help if there are small inaccuracies in your version so that he will want to be sure his side of the story is fully and accurately told.

There are many other tricks of the trade that are not really tricks at all. In brief, the interviewer should possess not only wisdom, humor, and imagination, but also common sense, patience, humanity, and the ability to subordinate himself to his job.

In the Regional Cultural History Project, interviews have averaged about 4 sessions per person, with 1½ to 2 recording hours per session. Sometimes they are much longer. It takes a good typist 4 to 6 hours to make a literal transcription of an hour of recording. She types an original and two carbon copies. One copy, as a literal and unedited record of the interview, goes immediately to a file drawer. The original is edited and then sent to the interviewee for his editing. Another copy is filed showing just how the transcript looked with the interviewer's editing before it was sent to the interviewee. In this manner each stage of the interview is documented. It is usually best not to send the transcripts back to the interviewee until all the recording is done. This avoids making him feel self-conscious. Moreover the whole transcript should be checked for completeness and continuity before it is passed on for the interviewee's final editing and approval. Despite conflicting views on the subject, we believe that the interviewer should untangle confusing sentences, cut out total irrelevancies, put an afterthought story back where it belongs, supply parenthetical information, and suggest additional topics. To some people this may appear to be an unjustified tampering with the record, but why freeze into immortality what was by chance said when the tape recorder happened to be grinding? An interview is after all an abnormal situation; people are sometimes so overstimulated by the "honor of the thing" (to paraphrase Mark Twain) that they say things they really do not mean. Like a photographer or an artist who is trying to picture reality, the oral historian must exercise some element of interpretative selection. We add first names and identifying phrases, put in chapter headings, write an introduction describing the person interviewed and the circumstances of the interview, and then send the manuscript to the interviewee for his additions and approval.

The interviewee's editing usually improves the value of the manuscript. The recorded conversation can sometimes be rather painfully revealing, and interviewees react to this fact with mingled pride and distress, but a surprising number do not eliminate even the frankest passages. Sometimes they add explanatory comments, but these are usually even more revealing than the original statement.

People often ask what is done with the tapes. In the Regional Cultural History Project and the Institute of Industrial Relations Oral History Project, parts of the tapes have been rough-edited and filed away for more polished editing at a later time. This is practical only when the interviewee has given legal clearance and when the sound engineering is passable, the speakers' voices commanding, and the subject matter of general interest.

Whether a manuscript transcript is available for general use will depend on the nature of the legal agreement signed by the interviewee. In a formal contract with the Regents of the University, the interviewee grants to the Library (in the case of the Regional Cultural History Project) or to the Institute of Industrial Relatons all literary rights to the manuscript. If he so desires, however, he may in turn be granted exclusive license to publish during his lifetime. Both parties have the right of notice and the right to edit, before publication. The interviewee may place all or any parts of the manuscript under seal for as long as he likes. If he has not placed the manuscript under seal, it can be used by qualified scholars. Some of the interviews completed under the Regional Cultural History Project may be found in the Bancroft Library or other parts of the General Library of the University of California and in the Project's office. Copies of labor history interviews will be available in the Institute of Industrial Relations Library at Berkeley and in the Institute's offices at U. C. L. A.

Scholars using tape-recorded interviews must keep in mind that the human memory is not accurate. Oral history cannot recapture the past as it really was but only as it is seen through the eyes of the present. The oral historian does not attempt to vouch for the accuracy of what an interviewee has said but only for the fact that he has said it. Although manuscripts are edited with care, the user will need to check time sequences and will undoubtedly find many small factual errors. Even the most extended interview will fail to include questions pertinent to the specific research of every potential user. Oral history is still in the experimental stage, and oral historians still have much to learn. But if they do their task well, their interviews will give to other scholars leads and ideas and insights they might otherwise not have had; and some day their interviews, as varied as the tales of Chaucer's pilgrims to Canterbury, should help to illuminate for posterity the values and emotions, the conflicts, the fears, and the accomplishments of this corner of the contemporary world.

The Case Against Microfilming

By JERRY McDONALD[1]

North Hollywood, California

COUNTLESS articles and speeches have been delivered to the businessman glorifying, glamorizing, and justifying the virtues and "cure-all" properties of microfilming; but never to my knowledge, based on extensive research, has anything been written about the shortcomings of microfilming.

Two years ago I attended a two-part lecture in Los Angeles. The first part covered the usual ground, extolling the finer points of microfilming. The second part, a week later, drew a very large group together with the subject described as "The Case Against Microfilming" for lack of a better name. The subject was covered competently by a prominent Los Angeles attorney though it did not express his personal feelings. Rather, it was because of his extensive experience with filming that he was called on to discuss just this one aspect of filming regardless of his own opinions. He said that, in fact, he had had to make three very comprehensive surveys to determine whether to microfilm or to store records, and that in two of the three instances he had recommended filming. His talk was based on his experience with the third survey. It may also be added that the sponsoring group, if it could be called that, had no ax to grind either. It was merely arranging the lecture in response to wishes expressed by a group of record management people in a survey. The discussion took 2 hours and merely highlighted some of the limitations of filming, with practically no references to a cost comparison of filming with storage. Despite the fact that many in the audience were either microfilm representatives or officials that had been using filming, the rather extensive question-and-answer period that followed brought out practically nothing to refute or dispute any of the attorney's statements. His presentation and facts left no room for argument, and his qualifications were readily apparent. The talk launched me into a 2-year period of research, which enlarged on and confirmed his statements.

The microfilming of records has been so oversold and sold in so many wrong places that the salesmen have often become their own worst enemies. Its capabilities have been honestly and dishonestly misrepresented. Sometimes very important cost factors have been glossed over, treated as of no consequence, or ignored completely to the point where many firms, after a short and bitter experience with filming, have become thoroughly disillusioned. Filming is generally sold as an answer to the problem of space, which is often its least effective use, while its use as a tool in the accounting field, for instance, has been largely neglected. It is usually easier to sell filming for the popularly familiar need of saving space than to do the more complex job of selling it as a business technique for other purposes. I sincerely believe that the potential market for filming has not been scratched; and, if the opposition created by sales for wrong reasons continues to grow, it never will be.

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[1] The contributor of this paper is a record management consultant practicing in the West.

One article of the type that I consider extremely misleading appeared in a business magazine of May 1954. It described how one eastern firm filmed records in a matter of weeks at a cost of approximately $1,500. It stated that the program could be continued at a cost of $250 per year. This article would have you believe that the microfilming program recovered 3,000 square feet of storage space occupied by files. A good retention program could recover 3,000 square feet certainly but not through microfilming. The amount of space recovered by $1,500 worth of microfilming would not even make a dent in 3,000 square feet of storage space. In fact, considering the cost of about $500 [2] for a reader and of some $600 for the three film cabinets illustrated in the article, you would already have spent $1,100 before you had touched a single piece of film.

What does the average businessman find wrong with filming records? To give a logical order to his objections would be almost impossible; so let's step right into the middle of the muddle, disregarding the occasions when filming is dictated by such necessities as governmental and contractual requirements.

First, take the filming of drawings of various types. One large manufacturing firm that specialized in big overhead cranes reported to me that they had stopped filming because of the loss of detail in both taking the film and reproducing it afterwards. Company after company has practically abandoned this type of filming because it simply doesn't develop a dependable finished product. The filming of drawings is a very specialized and exacting type of work that can rarely be done in your own plant. Even if satisfactory films could be obtained, the using of them presents enough difficulty to make

[2] [*Editor's note*: Most of the readers in the National Archives cost the Government about $340. A few are of a type that costs about $850.]

engineering personnel rebel against it. This may be a personnel problem, but it must be recognized because it actually exists on a large scale. If you choose to ignore it you are heading for the same trouble as at least two huge Los Angeles aircraft companies encountered. These companies have stopped filming almost completely, except where contracts have required it, and they have had no choice in the matter. A survey in one of these companies showed that $223,000 could be saved if a 12-year retention period could be placed on most of its records. Since 95% of all records have to be kept less than 10 years, this estimate is rather impressive. But I do not mean to suggest that records that are to be kept more than 12 years should be filmed; far from it.

Let us pursue this matter of filming drawings further. Have you ever seen an engineering group spread a series of past, present, and proposed drawings over a table together with accompanying pages of specifications in order to compare them? This is impossible when the drawings have been filmed, without considerable expense in finding and reproducing all the documents involved. On the film reader you can see only one picture at a time, and unless you go to the considerable expense of putting your related films on one card, you will have drawings and specifications on one subject, taken over a period of time, scattered over numerous rolls of film making the assembling of the various drawings impossible or, at least, very time consuming. How long do you think your engineers will stand for leaving their drawing boards to crowd around a viewer in an effort to decipher an obscure image, to say nothing of the time lost while they are waiting for films to be changed so that they can see other drawings that are on different reels of film? Engineers can be temperamental enough under normal conditions; but under these conditions they can become impossible. If the element of time is critical, as in some emergency, the explosion of feelings will be heard all over your plant. Without costly reproduction equipment, drawings on film cannot be taken back to the drawing board to be mulled over or be taken home to be worked on. Even with a large supply of readers, costing $500 to $750 apiece, this disadvantage can become a real problem, particularly in a large organization.

Another disadvantage is that drawings are usually filmed separately from their supporting documents. If you need the two together for an inspection, can you imagine the complications that may arise? It is not exaggerating in the least to say that 2 or 3 hours may be spent in finding the various rolls of film, threading them into a reader, finding the frames you want, and extracting the tidbits of information you need. There are some much easier answers to all of this that will be discussed later.

Many of the situations I have described may arise where almost any type of business records is concerned. For instance, suppose you wish to make some changes or insert some additional papers in your files in relation to the material already on film. Do you put it on a fresh roll of film, cross index it and add one more item to the list of rolls to be consulted; or do you cut your film and splice your additions into the existing roll? Either method is expensive and, more important, time consuming and cumbersome. In defense industries where any one part of an assembly may be modified frequently, the problem can reach fantastic proportions, especially when you consider the ease of dropping all changes and correspondence into one file folder and having it all available in a matter of minutes to be referred to, carried to your desk, routed through interested hands, duplicated, and refiled. Incidentally, the chief engineer's "hen scratchings" are much easier to decipher in the original than they are on film.

Let us consider the physical operation for a moment. If you want a file in the original form, a record clerk walks to the file drawer, pulls the whole file, and hands it to you. A matter of minutes. If you want to see a film, you go to the index, find the number of the roll you want, go to the storage cabinet, find the film or films, and proceed to the reader with it. You open the carton, being careful not to get it mixed with other cartons all looking alike, take out the can, open the can, take out the film, thread the film on the reader and start looking. With 600 to 6,000 or more frames on a roll, all of which look alike to the naked eye, finding the proper frame, despite the best indexes yet devised, can be a time-consuming process, especially if your documents don't run in some easily followed sequence. If you have to refer to several rolls of film to get a complete picture, the time element can be very important regardless of the cost of such an operation.

When you are through with the film, it must be removed from the machine, replaced in the can, which is then replaced in its carton, which is then replaced in its proper spot. If several cartons of film are out at one time, the danger of putting the film in the wrong can or the can in the wrong carton is not to be treated lightly. Compare all of this with thumbing through a file, no matter how voluminous, to find the documents you want at a glance and then tossing it into your "out" basket to be refiled.

Some types of business raise other problems. For instance, consider a legal firm whose files may include things that cannot be easily filmed, such as bound volumes (which can be filmed only with a flatbed camera equipped with a book cradle), exhibits, and sound recordings. The necessity of adding documents to a roll of film is especially recurrent in legal firms, and in some of the large firms I've seen using film this involves prohibitive cost.

Look at some other actual situations. A large aircraft parts company in Glendale bought one machine when it should have had possibly six. It was used for a month and now it gathers dust. Actually, as in many other cases, the company was generating paper faster than it could be filmed. This happens surprisingly often. An air-freight company in North Hollywood bought a filming machine and then tried to decide how it was going to be used. One problem after another arose and to date — 3 years later — not one sheet of film has been fed into it. This equipment is not cheap — $5,000 to $7,500[3] apiece for a not too elaborate filmer. Other instances have come to light — one in which some executive became sold on filming and is keeping it going no matter what. The record people of his company film everything they can get their hands on, ignoring costs and serviceability rather than admitting to the rest of the company, though they did to me, that they had made a mistake in buying the program in the first place.

Another difficulty to be considered, which is usually not even mentioned but which is rather prevalent in some industries, is the need for a constant, even supply of current to the machine. Filming leaves very little room for error, and a weakening of the current or a surge of it during the filming can make an image useless. In some localities or in large manufacturing plants you should consider this problem seriously.

Often the records you desire to film are in such constant use that the people involved refuse to part with them long enough to get them filmed. Don't pass over this lightly. It takes time to assemble the documents, arrange them in proper order for filming, extract staples, repair tears, code colors, film the papers, and return them in usable order to their source. You are going to be intruding on someone else's sacred domain. Taking the camera to the records rather than bringing the records to the camera is often impossible.

An interesting group of cases was that of several small companies that turned to outside service companies for their filming. They did this to save the cost of buying their own equipment; or, more commonly, they planned to do so until the thought tardily occurred to them that they would have to spend $500 to $750 for a reader.

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[3] [*Editor's note*: The price here given probably is for a 70 mm. or larger flat-bed camera. The 35 mm. flatbed cameras in the National Archives cost about $2,400.]

One irate chief engineer showed me a sizable amount of film on which his drawings had been copied as part of a vital record program. Another obvious factor had been overlooked. It developed that his drawings were in many colors, each color having its separate significance. Now there is a very time-consuming process of coding the colors for filming; this is necessary since everything on film shows up in black and white or different shades of grey. In this case, no one thought of it, and the film salesman hadn't touched on it. In any event, the drawings were meaningless without the colors.

There are perhaps many other situations in which some essential details will not show on film. One good example is the case of embossed legal seals. A somewhat sloppy and rarely satisfactory method of showing such seals is to rub the broad side of a pencil back and forth across them to highlight them for filming.

The mechanical problems involved in preparing records for filming make considerable work for your already shorthanded staff. Costs have often been calculated on the basis of so many dollars per 1,000 frames. Here again, something is almost always passed over lightly as inconsequential and as something you can do in your "spare time." You first have to be sure your files are in complete and proper order. The file folders will then be taken individually, sometimes a considerable distance, to the filming location. Then !! someone, ~~usually a girl~~, will open each folder and remove staples, clips, metal fasteners, and pins. Each piece of paper must be checked to smooth out the dog ears and folded sheets, torn places must be repaired with transparent tape, and important colors must be coded. It is generally accepted that the cost of these preliminary steps usually *at least* equals the cost of the filming and the film combined.

Some documents, such as time cards, lend themselves to filming rather easily. But generally speaking, the average file consists of an assortment of documents. Some need to be filmed on both sides. If all of them do, this is easily provided for, but if only an occasional one does, the process is very time consuming. When you have a variety of materials to photograph, including papers of different reflective qualities, different colored inks or the like, the operator must make constant simple adjustments that slow down the operation until the operator gets bored and suddenly the filming speeds up. The result is no joke.

After being filmed, the files are generally stacked away rather haphazardly to await the return of the film. When it arrives, it must be inspected by a competent official of the firm. This close, thorough scrutiny is very important, very slow, and very boring so that eventually the inspection receives progressively less attention until it is neglected entirely or turned over to some junior clerk. The result is that many companies aren't in a position to state positively that they have honest, legible copies of their records. Suppose you consider the experience of one Los Angeles financial firm that filmed 2,300,000 documents and carefully inspected the finished product. As a result they had to find and retake 35,000 documents. This finding and retaking cost more than the original run. When one considers the task of incorporating the reruns into the original film rolls, one may well become discouraged.

On the basis of the knowledge and, in some cases, just a "feeling" that some officials have, many companies refuse to discard the source documents and keep both film and paper. This situation may change when and if more persons acquire confidence in microfilming.

The legality of microfilm is pretty well established, though actually to date no major case has been tried where the authenticity of the film has been challenged. One good classic case may upset this legal acceptance completely. Some judges retain their prerogative to decide just what they will accept as evidence before their particular courts. If you encounter one who has had a bad experience with film, he may reject it as primary evidence.

Another danger, at least, can be obviated at little extra expense; that is the danger of losing the microfilm through some accident. When a consulting firm was called in to reconstruct the records of the city of Detroit after a serious fire, they were able to reconstruct all the original paper documents, but all the microfilm was destroyed completely. Copies of the film should have been stored at another and distant location.

You will be told that film is very durable and could last for 500 years. At the same time, the film producers will furnish a set of specifications for film storage that will scare you. For instance, an excess of moisture will ruin the film by sweating or mold, whereas a very cold or dry atmosphere will cause the film to become brittle. If the film is kept in a safe or vault of variable temperature, a slight distortion will occur and ruin the film completely. There are also enough instances of film being mislaid or stolen to make this a problem worthy of consideration. The answer to most of these problems is merely to have another copy of the film stored elsewhere. This is an additional but minor expense. If you want to film for security purposes and keep the originals to work with, they should be kept at widely separated points, not in the same plant. The National Fire Protection Association has published a fairly complete and authoritative pamphlet entitled "Protection of Records" (Boston, 1947), which describes the disastrous effect of fire and heat on acetate film.

The filming equipment companies are reaping a rich harvest as a result of the possibility of atomic bombs destroying local records. They have also developed very expensive duplicating equipment to be kept at remote inland points in case of a major catastrophe. The telephone company has an excellent program along these lines; and in an operation such as theirs, which is company owned and operated, it will probably work nicely. Some facts, however, were developed on this subject in a meeting held a little while ago in San Francisco. The speaker was one of the owners of an elaborate hole in the ground for the storage of film and valuable documents. He said they were in the process of installing an $80,000 reproduction machine for the benefit of their clients. A representative of one of the country's largest insurance companies pointed out that the capability of the machine, if it worked 24 hours a day for 434 days would barely suffice to duplicate his own company's film. Where would that leave the other clients? Then too, there is the obvious possibility that in the event of a great catastrophe, the Government might commandeer the equipment.

Filming at best should be tightly controlled and strictly supervised to prevent indiscriminate reproduction. If one hasn't a firm and well developed record management program, this is rather difficult. And, frankly, in my wanderings, I find that comparatively few concerns have really complete record management programs. This is not a reflection on them because record management is still too new a field, and management has to take first things first — the production of goods and services. With the prevalent shortage of competent junior executives, the record program has often to be postponed.

Let us look at your problem as it now stands. You want record controls, vital record programs, and space and equipment recovery. You will have several requirements — low cost, flexibility, ability to find what you want and read it when you get it, ease of duplication, rapid reference service, security, privacy, and protection from fire and water damage. Let us see how you can get all of these requirements immediately, in most cases completely, and at little expense.

The Federal Government has been the real pioneer in the field of developing low cost record centers. These have resulted in fantastic savings to the taxpayers. Many large firms such as U. S. Steel, Ford, DuPont, Richfield Oil, Lockheed Aircraft, Hughes Aircraft, Pacific Telephone & Telegraph, to name a very few, have developed similar low cost centers. What is good for these firms is readily available to the smallest operator, no matter how limited his holdings, and with comparable savings.

Irving Zitmore of Washington, D. C., who is probably the leading record management consultant in the country, once ran a survey of the microfilming operation of the Federal Government and produced some drastic cutbacks in its filming programs with tremendous resultant savings. He showed quite conclusively that the Federal record centers could handle original documents, with all their advantages over microfilm, for a period up to 70 years for no more than it would cost to film them. Many record officers have shown me that they could use either commercial record center facilities or their own for at least 36 years for what filming would cost. Considering the fact that 95% of your records have a life of less than 10 years, you should investigate these commercial record centers if they are available or give thought to developing them yourself if they are not.

The policy of the Public Records Commission of the State of Vermont, as early as 1954 at least, was to microfilm only permanent records for the purpose of space saving alone. Records to be kept less than 70 years are more economically stored in low-cost record centers.

When I learned of this new policy in Vermont, I went out to investigate and found only one company in all the major cities west of the Mississippi that has developed anything worthy of the name of record centers. This was the Bekins Van and Storage Co. in Los Angeles, which has converted one entire building of 125,000 square feet into a center for over 400 local business firms including a 10,000 square foot record center for the Richfield Oil Co. I understand that the company has started two other similar depositories in Los Angeles and San Francisco and yet others in smaller cities. But so far as I know, it has the only worthwhile operation of its kind in the record management field in the West. Its staff is eager to help anyone interested in record management. It will explain to you how you can throw away files by means of proper retention schedules, or it will help you organize a record center of your own. It apparently does not believe in keeping its trade secrets.

This company has had to compete with microfilming on a cost basis many times and has had to stand some pretty close scrutiny. Actually, the low cost of storage it offers as compared with the cost of microfilming is one of the least important considerations. In addition to solving space problems, the company provides a reference service of great value. When you desire a file or information, you merely telephone the center; and the file will be pulled immediately, read to you over the phone, mailed to you, or forwarded by messenger if time is pressing; or documents will be copied and forwarded — all for less than it would cost you to do it for yourself. If you wish to work directly with the files, as when audits are necessary, you will find convenient desk space and telephone service — all at no cost.

A large aircraft company has leased 12,000 square feet of space in a Bekins record center building, and it was packed solid when I saw it. About 11 girls were working there full time, and the supervisor told me that they had never handled less than 2,500 references a month, together with a phenomenal amount of other record center work. The list of companies who have turned to Bekins for the answer to their needs reads like a Who's Who of California business.

The Bekins people also have some suggestions to offer on the matter of security copies of essential records. They cite several actual cases. In one engineering company, whenever a new drawing, specification, or other vital paper affecting its operation is developed, a copy is mailed in a numbered envelope to the record center, where it is filed in numerical order. This method of security storage has the advantage of keeping a copy of your most essential files immediately available if a disaster occurs, such as your plant burning down. Most filming operations provide only for periodic filming, which means that the protection program always lags behind the creation of important papers. The document storage method, on the other hand, fulfills every need you may have at the lowest possible cost and with the maximum of flexibility.

Another instance is that of a Railway Clerks Federal Credit Union, which instead of microfilming all its essential records, decided merely to mail a summary of its daily activities to the Bekins record center in Phoenix every night. The cost was $1 per month plus the postage, which was negligible. A monthly summary would permit the discarding of the daily reports so that they really would not have to keep more than one month's reports on hand in addition to assorted other vital documents with varying retention periods.

Consider also the case of accounts receivable, whose loss by fire is always a source of concern. How much do you suppose it would cost to mail each day one copy of your invoices to a record center to be kept for say 6 months (which is probably much longer than necessary for most businesses) and then discarded. Most companies could follow the practice of discarding after only a month because their latest invoices cover everything that has gone before, such as part payments or balances unpaid for one reason or another. I was shown the account of one very large company doing just this; its cost was $3 per month. Compare this with what you would pay for accounts receivable insurance, which has some shortcomings though it is excellent coverage.

Many business men of experience have given their opinions on the subject of microfilming. A steel company executive commented:

> It may be much cheaper and easier to store the original record. The cost of preparing, filming, inspecting, and indexing the contents of a four drawer cabinet runs to $80 or more. For $80, the company could store the contents of one cabinet in low cost storage equipment for 53 years in space renting for $1 per square foot.[4]

Another steel company executive was quoted, "It does not pay to microfilm business records when you are concerned only with saving space and equipment. It is cheaper to store the original material in a record center." And an oil company executive said:

> We have discontinued entirely the use of microfilm as a tool in our records control problem, although until a few months ago we microfilmed canceled checks. After extensive cost studies covering records of uniform size and comingled records of various sizes, we found that we could provide the space required for a longer retention period of the original document for less than the cost of microfilming. The original records are easier to locate and use in reference work than the film, which requires the use of a reader, or the expensive re-creation of the documents by use of sensitized paper. Microfilm does offer protection from fire and great savings in space; but, from a cost standpoint based on our own experience, it is not a magic solution for the record problem.

William Benedon of Lockheed Aircraft said "Record maintenance based upon the principles of record center operations provide the best method for keeping records required under a record program. . . . Using microfilm as a space saving device is no longer the cheapest method to accomplish this goal."

An article in a leading business magazine recently described how Monsanto Chemical had improved its record keeping program and, among other things, how it had abolished a $30,000 microfilming program. And when Wayne County, Michigan, found that some of its microfilm projects were not worth their cost, it cut them back by discontinuing the filming of nine types of records at an annual saving of $2,100. It also saved $6,000 that was going to be spent on filming by merely shortening the retention period of certain records.

[4] [*Editor's note*: A point that has not been explicitly made in this paper is that when we compare the relative economy of microfilming and storage we must not leave out of account the interest on the initial investment for microfilming. Interest is a real charge whether we pay it directly on the specific investment or not.]

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The New York State Inventory Project

By VERNON B. SANTEN [1]

Division of the Budget
New York State

FOR statistical background to a discussion of the inventory project of New York State, it will suffice to say that the 42 New York State agencies covered by the inventory had on file in December 1955 over 49,000 record series, of which more than 15,500 exceeded 25 inches (a file drawer) in length. These series consisted of about 1.9 billion documents, extended 213 miles in length, and could fill some 200 standard freight cars. To house them, the State has invested nearly $6,400,000 in filing equipment and utilizes 880,000 square feet of office and storage space, of which almost 44% is rented at an annual cost of some $725,000.

Before discussing how this inventory was taken, I should like to review briefly the administrative, legal, and organizational situation that existed at the time. This situation directly affected what was done and to a great degree how the data were gathered.

Under New York State's strong executive budget system, the Governor's right arm in carrying out his duties as the general manager of the State's business is the budget director. Each of our recent Governors has been blessed by having strong, dynamic managers in this position. Paul Appleby, the present budget director, is no exception. Since January 1955 he has spearheaded Governor Harriman's administrative improvement program, in which all State agencies have been participating.

To the numerous duties of the budget director, the 1950 legislature added the responsibility for organizing and directing a record management program for all State agencies. The legislature empowered the director to authorize or require the transfer of noncurrent records to depositories of his choice and to inquire into the condition, character, amount, and method of keeping State records. This responsibility since 1950 has been delegated to the Administrative Management Unit of the Division of the Budget. Since then,

[1] Paper read at the annual meeting of the Society of American Archivists in Washington, D. C., October 1956. The author is associate budget examiner (management) in the New York State Division of the Budget.

an extensive and reasonably effective record disposition program has been in operation, with continuing attention directed toward more effective record management activities on the part of all State agencies. Each agency has a record officer, who in addition to his other duties is responsible for its record management activities.

In this administrative, legal, and organizational setting, the budget director decided to have an inventory taken of all the records of all State agencies as a part of the general government-wide administrative improvement program. Specifically, comprehensive data were desired to enable us to:

1. Identify, locate, and determine the volume of all records created and maintained by State departments and agencies.
2. Identify those major record holdings that were not yet scheduled for disposition or retention.
3. Determine the extent and nature of the State's present and future needs for record storage facilities.
4. Determine the improvements needed to increase the effectiveness of the present record management program.

With these objectives in mind, we in the Management Unit had to decide who should take the inventory, how we should process the data received, what time limits should be established, and what specific data we needed. Let me take up these questions individually, the considerations affecting their solution, and the decisions we made.

Who Should Take the Inventory?

There was already a decentralized organization of agency record officers who could direct and supervise operating personnel. If the inventory was to be taken on a decentralized basis, the existing organizational units of the agencies could be used as control units and the personnel physically engaged in taking the inventory would be those most familiar with the location, nature, identity, and volume of the records being surveyed. The inventory could be finished more quickly by operating personnel than by an agency inventory team, and its costs could be readily absorbed by the use of existing personnel. All these considerations favored the decentralized inventory technique. Opposed to them was the fact that operating personnel would require training in reporting methods and that because of the numerous decentralized locations of State agencies a large number of training sessions would be required. For instance, the Department of Public Works has 10 district offices; the Department of Mental Hygiene, 27 institutions; the Department of Correction, 17 institutions; and the Labor Department has literally hundreds of local offices in the fields of employment security, workmen's compensation, labor law enforcement, and labor regulation. As it was believed, however, that the instructional program would not be too expensive and that it could be expedited with regional meetings, the decision was made to decentralize the work and have existing organizational units take their own inventories.

How Should We Process the Data Received?

In reaching a decision on this question, our thinking was greatly influenced by the fact that we had already decided to decentralize the basic work of taking the inventory. This meant that a large number of reports would be received in each agency, and that each agency would have to summarize a great deal of detailed information. If all the detailed reports were merely forwarded to the Administrative Management Unit, there would be a very heavy clerical workload even to record the data; and proper analysis would be limited. Since most of the information received would be in numerical form or could be converted to numerical form with relative ease, since the amount of information assembled would be large, and since a number of correlations would be desirable, it was decided to process the data by means of punchcards. An additional consideration influencing this decision was the fact that the services of the large-scale IBM installations of the Department of Labor and the Department of Taxation and Finance could be made available to our Division on an overtime, extra-service basis.

What Time Limits Should Be Established?

In reaching a decision on this question, we canvassed the record officers of the larger State agencies. We in the Budget Division desired a quick inventory and preferred a 1-month time limitation. The agency record officers reacted variously, suggesting time limits from 1 week to 3 months. Most agreed that it would be highly advantageous to do the job quickly and be done with it. All the agency record officers agreed that, although the inventory could not be taken without inconvenience, the work to be done was necessary; and most of them wanted to have the data for their own information and future planning. With these reactions from those who would have the heaviest responsibilities in the work, it was decided to attempt to take the inventory from November 7 through December 5, 1955, a period of only 17 working days. Although a few stragglers did not complete their reports until December 29, nearly all the agencies completed their work before December 15.

WHAT SPECIFIC DATA DID WE NEED?

To achieve the objectives of the inventory, we needed comprehensive information on the major record holdings of all agencies, a description of the function of each major record series, data on the space and equipment in use or allocated for record storage purposes, and some indication of the rate at which the major series were accumulating. At this point in our planning, we drafted a list of items we thought were needed, desired, and "nice to have." We quickly reduced this list by deleting most of the "nice to have" items and deciding that many of the "desired" items could be "derived" and did not need to be furnished directly.

In the matter of filing equipment, for instance, we first outlined the various types of equipment, which might be reported by size, composition, number of drawers, or similar quantitative indications. But for a rapid inventory, taken by only moderately trained personnel, with the data to be processed mechanically, we decided that there were just too many variations to be noticed. And although some of the information was desirable, it was not absolutely essential. On this item, therefore, we compromised by requiring a report on only the number of file cabinets and the number of file drawers. For the size of the equipment (letter, legal, or card size) we devised a check system.

We decided that we should receive a detailed report on each series longer than 25 inches and that we should have to be content with knowing only the number of series that were less than 25 inches (one standard file drawer). To test the validity of this decision, we spot checked the files of two agencies. Our assumptions were confirmed as practical by these test checks. In making the checks we also found it necessary to make decisions as to what a record series was and what material should not be reported.

We took the definition of State "records" and a "record series" as promulgated by the budget director in issuing the State Records Management Rules in 1950. These definitions were:

> 1. The term "records" refers to books, papers, maps, photographs, microphotographs, or other documentary materials made, acquired, or received by any State agency.
>
> 2. The term "records series" refers to any group of related records which are normally used and filed as a unit and which permit evaluation as a unit for disposition purposes.

It will be noted that in New York State we do not make a distinction between record and nonrecord material. The fact that this distinction is not made plagued us somewhat in the inventory process. In the inventory we extra-legally eliminated the reporting of directories; books used for technical research; reference catalogs; published reports of Federal, State and local agencies; soil samples; samples of material such as feathers, milk, eggs, paint, concrete, and asphalt on file in our regulatory agencies; occupational therapy materials in paper form; and stocks of publications on hand for distribution purposes. We included, however, pathological slides in our hospitals and blood-test slides in our laboratories. In this area, our hindsight is now much better than our foresight was. Had we known then what we do now, our instructions would have listed specific *do's* and *don't's* as to what to report and what not to report. If you are planning a record inventory, I would caution you to explore thoroughly those items that might be termed records and make up your mind as to those you want reported and those you can do without. When this has been done, issue specific instructions on the items not to be reported. We found the use of the negative approach in this regard most helpful.

As it is necessary to distinguish between the types of space occupied by records in terms of office space and storage space, we made these definitions: Office space we defined as space used primarily by personnel conducting current operations and using current records. Such space, we said, might be partially used for housing inactive records. Storage space we defined as any space not considered office space and used for the storage of inactive records only or as space housing inactive records together with supplies and equipment. These definitions we found to be quite satisfactory, even though technically inaccurate.

Measurements presented problems. We desired record volume data in cubic feet, space occupancy in square feet, and the dimensions of the documents constituting a record series in inches. We wanted microfilm data in linear feet per reel and in millimeters of width. For cut film we wanted the dimensions in inches. In order to simplify, so far as possible, the computation work required of the operating personnel taking the inventory, we asked the inventory personnel only to measure the areas in feet and compute the square footage. To determine the square foot space requirements of filing equipment, plus a 1.8 average allowance for use space, would have required decimal multiplication. As we desired to avoid such calculations, we provided a square foot conversion table for record storage equipment from 9″ to 28″ in depth and 9″ to 48″ in width. This table was supplemented by instructions to double the "actual" occupancy figure to arrive at a square foot figure that would include normal work space. This procedure gave us satisfactory data, and the inventory personnel appraised this method of computation as easy and expedient. Spot checking some 25 to 30 reports for accuracy, we made actual measurements in the field and found our error factor less than 2%.

To ensure accurate data on cubic foot volume, we requested field reports in the common denominator of inches. We computed centrally all cubic-foot information, using IBM equipment. This procedure saved countless hours for the inventory personnel, agency record officers, and the Administrative Management Unit. Our formula was simple. We asked for the dimensions in inches of the commonest type of documents in each series, the length of the series in inches, and the type of space in which the series was located. With these factors punched into an IBM card and the proper programing of the IBM electronic calculating punch, we were able to have in one card for tabulating work the linear inches of each record series of 25 or more inches in length by type of space occupied, the total length of each such series, the total cubic-foot volume of the series, and the accumulation in inches in 1954 (the year just before the inventory year). The electronic calculating punch totaled the linear inches reported, multiplied this figure by the dimensions of the records in the series, and divided this result by 1,728, punching the resultant quotient to two decimal places in the basic card. Since each card had key data on the location and agency in custody of the series, we had available for agency and location summaries the length, volume, and rate of accumulation for each record series 25 or more inches long. By reducing the measurement unit to inches, we simplified our reporting, our processing, and our instructional time requirements. We also simplified our reporting by freeing inventory personnel and agency record officers from the necessity of totaling or cross-totaling entries. In this respect, we could have gone further than we did. But we balanced machine processing time against other processing and editing time and required a minimum of 12 totaling operations, 6 of these operations being the totaling of figures of not more than 2 digits. In only 6 operations were agency employees required to add figures of 3 or more digits. Because of the nature of the data reported, in most instances only 2 totaling operations of figures exceeding 3 digits were actually necessary.

We met some interesting problems in recording the dimensions of records. Since paper records vary so greatly in size, we required the sizes to be reported to the nearest half-inch, with the half inch reported as .5. Thus, an 8½″ x 11″ size was reported as 8.5 x 11.0, a 3″ x 5″ size was reported as 3.0 x 5.0 and an 8½″ x 14″ size was reported as 8.5 x 14.0. We did not, however, properly assess the variability of many of the persons who participated in the survey. For efficient key punching and mechanical processing purposes, recording consistency is essential. We failed to emphasize sufficiently the need for consistency, and thus we caused ourselves considerable unnecessary editing work.

The common IBM punchcard raised problems since the card measures 3.25″ x 7.375″. Using the nearest half-inch measurement rule the report on this record would read 3.0″ x 7.0″. On this basis, the computed area would be 21.0 square inches, a figure 12.1% less than the actual size of slightly less than 24 square inches. To avoid compounding error in the large volume of such cards held by the State, we set 3.3″ by 7.3″ as an arbitrary dimension for IBM cards. This resulted in reducing our error factor to .5%. Our attention was drawn to this item by the fact that in 3 of our agencies we have slightly more than 19 miles of this type of record.

In the matter of film sizes, we decided to use these classes: 8, 16, 35, and 70 mm. and other. The many variations in cut film sizes would otherwise have required us to process a large number of classes. A spot check of the potential volume of this type of record indicated that detailed data on cut film were not necessary. We classed developed photographic prints as paper records, and they were so reported.

At this point let me summarize what our decisions were on the specific data we thought we needed to achieve our objectives. They were:

1. Square foot area figures for the office or storage space allocated or in use for record storage, and information as to whether the space was State-owned or rented.
2. A numerical count of the file cabinets on hand.
3. A numerical count of the file drawers on hand.
4. The length in feet of shelving, both wooden and metal, in use or available for use.
5. The total number of record series on hand in the four basic types of space, State-owned or rented office space and State-owned or rented storage space.
6. The number of record series less than and greater than 25″ in length in the four basic types of space.

Specific data were required about those series that were longer than one file drawer. These data included for each series:

1. Name and function.
2. Beginning and ending dates.
3. Dimensions of the documents composing the series.
4. Whether the series was paper or film.
5. Maintenance data by type of space occupied and the normal periods of such occupancy.
6. Whether disposition was or was not scheduled.
7. Length of the series by the four basic types of space.
8. Estimated or actual accumulation during 1954.

Form Design

We now faced numerous and diverse problems of form design. To provide space for instructional information, to keep the forms simple, to permit easy mechanical processing, to enable us to control the data when submitted, and to keep costs to a minimum, we decided to use two legal-size forms, bearing on their reverse sides instructions for their preparation, and an instructional booklet. The forms were printed; the 8-page booklet was reproduced by offset equipment. In the preparation of the booklet we Varityped the text and supplemented it with freehand sketches, and then had it offset-printed. We needed many forms since we provided for one work copy, one copy for the agency centrally, one copy for the agency unit submitting the data, and one copy for the Division of the Budget for tabulation and analysis. The forms and booklets cost about $1,600, including paper stock. Before their final clearance dummy copies were photographically reproduced and used for trial runs. At this point I should emphasize the need of field tryouts for any similar type of reports you may supervise or make. We found after our initial trial runs that substantial revisions were necessary. We knew what we needed, but we had failed to give adequate consideration to possible misinterpretations by field personnel. We failed, also, to take into account a variety of field conditions affecting the physical inventory process.

Taking the Inventory

The "status" of the inventory was established by a letter from the director of the budget to the head of each agency of the executive branch of State government. This letter explained the survey and called the orientation meeting of agency record officers. At this meeting, held in Albany in October 1955, the deputy director of the budget related the objectives of the inventory to the overall administrative improvement program of the government, and the initial phases of the inventory proper began. The forms were explained, the procedures were outlined, and in a question-and-answer hour general substantive questions having across-the-board application were discussed. Some on-the-spot decisions were made, particularly regarding storage vaults and safes. We decided to consider a safe as equivalent to a file cabinet and vaults as record storage areas with the equipment in them to be inventoried in the same manner as if it were in use elsewhere. Some shortcuts were discussed to the mutual advantage of all agencies, and some agency instructional sessions were scheduled. We regret that we did not insist on an instructional session for each agency. Had we done so, we should have greatly reduced our editing problems.

We had top-level support for our project and used this support in our initial releases. We followed it up in our orientation meeting for agency record officers. In each of our instructional sessions the budget director's letter to the agency head was read as part of our introduction. We found it most effective in securing active cooperation.

On December 5, 1955, our first returns came in and editing began. In all, some 22,000 forms were edited, with an average editing time of 75 forms per hour. To facilitate the process we in the Management Unit arbitrarily corrected obvious errors. Where initial returns indicated common repetitive errors, agency record officers were notified and agreements were reached on the corrective action required. Substantive inaccuracies were returned for agency correction. By January 1, all reports were completed.

In the 6-week period from November 15 to New Year's Day the programing of the tabulations and the IBM cards to be used were planned. The overall report form required the use of 3 cards, and the data on each series longer than 25″ required 1 card. In processing the data, however, it was necessary to split the information on equipment in use recorded on card no. 2. Similarly it was necessary to use an additional card in the calculating operation for each record series. Seven different cards were used in processing the data. In the design of the needed cards and in their processing and tabulating, it was fortunate that both John Flandreau, the senior budget examiner (management), who worked with me on the survey, and I myself had had training and experience in both record management and punchcard operations. Despite our knowledge of the subject matter and of processing techniques, we consulted with Harold

Wakefield of the Albany IBM office, who handles the New York State account on card design, punching, processing, and tabulating problems. Mr. Wakefield's technical assistance was most helpful. Should any of you plan to use mechanical punchcard equipment in tabulating similar record data and not be fully familiar with it, I suggest that early in your planning you secure competent technical advice in punchcard processing techniques. Without this assistance you may arrange your report forms and write your procedures in a way that will unnecessarily increase your processing costs.

With the raw data transferred to punchcards and the cards processed into final form for tabulation, we directed our attention to the number and types of tabulations desired. Since the IBM equipment in most State agencies is scheduled to capacity during January and February, we were forced to contract with the Albany service bureau of IBM for our tabulations. Tabulating work done on this basis, although not inordinately expensive, is not cheap. After 10 days of planning and meetings we reached an agreement as to the number and types of tabulations we would purchase. In making these decisions we had to answer these questions:

1. What would be the common comparative factors in our analysis?
2. How much basic information could we secure from any one tabulation?
3. Which tabulations would provide us with "needed" data directly and additional data on a "derived" basis?
4. What tabulations could we combine without losing information?
5. What effective use could we make of the subtotals, intermediate subtotals, totals, and summary totals possible in each tabulation?

For an out-of-pocket cost of about $800 we secured the following tabulations:

1. The individual data on each record series more than 25″ in length, by agency, by county, by size, by age, and by disposition status. Included in each of these tabulations were cubic-foot volume data, the 1954 acquisition data, and the linear inches on file, by the four basic types of space occupied.
2. Data on square foot space occupancy, by type, by agency, and by county.
3. Data on filing equipment, file drawers, and shelving, by agency, by county, and by type of space occupied.
4. Data on the number of record series, by agency, by county, and by type of space occupied.

On the basis of these tabulations we made our analysis.

In the analysis of the data pertinent facts became immediately evident from the tabulations, and areas requiring further inquiry were highlighted. For instance, the application of recognized space-occupancy standards indicated a fruitful field for an extensive analysis of space utilization. Comparisons of record volume and record size by agency gave clues to agency recording techniques and problems. Age distributions indicated the "hoarders" and when related to agency programs drew attention to major program operations requiring more detailed analysis. The disposition schedules in effect, in relation to age, highlighted the need for action in some of the older record series. What you will find if you take a similar inventory depends on so many variables that no reasonable predictions can be made. What you draw out of your inventory data is indicative of the carefulness of your planning, your imagination, and your competence.

SUMMARY

In conclusion, let me briefly review the value of the inventory from a management point of view. We and the agency record officers have a tremendous volume of basic information for the analysis of current record problems and for future study. We are now armed with factual material to assess our current program and have indications of areas where immediate improvements can be made.

How much use of these data have we made since April 1956? One major project can be cited. As a result of the inventory data we are now involved in a survey of the paperwork program of the Department of Correction. Substantial savings are in sight for 1957-58 in the area of criminal identification records in 17 State penal institutions. Major revisions are being planned to effect further substantial savings in case-recording practices by 1959. The extent of these savings cannot be readily computed. On the basis of present estimates and current planning, it is possible that they may amount to $100,000 annually.

To anticipate a question I have frequently been asked by visitors from other countries when the record inventory was discussed, let me give you these personnel facts. In the Administrative Management Unit two full time professional persons worked on this project for 8 months, assisted by an intern-in-training for 5 months. The cost of agency personnel, we believe, is not a reasonable charge since they were doing only what good record management requires.

We in New York found the State record inventory a challenge to our ingenuity. It taxed our patience; it burdened us with work; it provided us with a fund of knowledge for current operations and for future planning; it was fun — and we enjoyed it.

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Reviews of Books

HENRY P. BEERS, *Editor*

National Archives

Twenty-Sixth Biennial Report of the North Carolina Department of Archives and History, July 1, 1954, to June 30, 1956. (Raleigh, 1956. 95 p., illus., appendix.)

Annual Report of the South Carolina Archives Department, 1954-1955. (Columbia, 1956. 24 p.)

The North Carolina report is that of an integrated State historical agency with divisions of archives and manuscripts, historic sites, museums, and publications. The historic site function was acquired in 1955 under a law that redefined and restated the duties and functions of the Department. The narrative reports of these divisions and the supplementary data in the appendixes, which comprise the major part of the report, fully justify the choice of the cover title, "Expansion and Progress."

Of particular interest here is the report of the Division of Archives and Manuscripts, which consists of the Archives proper and the Records Control Program. Activities of the former included the acquisition of an impressive list of public records and manuscripts, arrangement and indexing of papers to provide better control, and repair and lamination. The Records Control Program is concerned with inventorying records of State agencies, making disposal or retention schedules, and microfilming records scheduled for retention in that form. The work of the program was greatly facilitated by its physical consolidation in a new record center in 1956.

The South Carolina report, in contrast, is that of an independent archival agency whose only extraneous function is the approval of inscriptions on historical markers. But the Department is faced with problems of space and personnel that make a record management program impossible. The lack of space is so serious that "equipment cannot be effectively operated, records already on hand cannot be made available, and . . . offers to transfer records cannot be accepted."

Despite these conditions, the Department could report the repair and lamination of 27,665 pages, mainly of colonial and revolutionary records, the microfilming of 23,067 pages, and the continuation, though at a slower rate than had been planned, of its scholarly publication program.

Both reports contain interesting data on the use of the collections. South Carolina reported 1,589 visitor and 3,266 mail requests. North Carolina reported for the biennium 5,640 users in person or by telephone, of whom 4,884 were genealogical workers; and 4,400 mail requests, of which 4,288 were genealogical in nature.

Dorothy Dodd

Florida State Library

Annual Report on the National Archives and Records Service, reprinted from the *Annual Report of the Administrator of General Services for the Year Ending June 30, 1956.* (Washington, 1957. 18 p. Free.)

Because it is so extremely condensed, the 1956 report covering the National Archives may somewhat startle those who recall the old days; in 1937, for example, the report filled 175 pages. Reduction in bulk, however, has not resulted from the abandonment of scholarly objectives. Such substantial projects as those of the National Historical Publications Commission, the editing of the *Territorial Papers of the United States*, and the publication of important series of records on microfilm are continuing as matters of routine.

What was good from the old days remains, the record centers and the program for record management added during the decade just past are now fixed in their pattern of operation, and there is developing a commendable maturity. A staff veteran, T. R. Schellenberg, has published the first American manual on archives management. For the first time the successful completion of a stiff course of basic training integrated with work assignments has been established as a requisite for all junior members of the professional staff. For the first time, also, the Supreme Court has surrendered to the National Archives the custody of a substantial body of its original records, proof positive of that Court's confidence in the professional competence of the agency. Notably, too, in a series of 2-day clinics held at 19 cities across the nation, 2,000 Federal record personnel profited by instruction from experts of the Office of Records Management. All these varied accomplishments combine to demonstrate that 21 years after its founding the Archives has come of age.

For all who work with records this is heartening. Certainly there is much else that the reader should note: the fine progress being made with the Federal record centers, the continued investigation regarding microfilm, the feat of the Archives staff in shifting within a single year the locations of nearly 250,000 cubic feet of records. For the archivist who can read between the lines, however, the central and encouraging development documented by the 1956 report is that in America our calling approaches professional status.

Henry Howard Eddy

Division of Public Records
Pennsylvania Historical & Museum Commission

"Recordkeeping Practices of the House of Representatives," by Buford Rowland. (*National Archives Accessions*, no. 53; Washington, 1957. p. 1-19. Free.)

In the first 19 pages of the latest number of *National Archives Accessions*, Buford Rowland recounts the interesting history of the development of modern recordkeeping practices in the office of the clerk of the House of Representatives. He begins his story with the first clerk (whose office was judged overstaffed by an investigating committee and reduced in number to three assistants), when all important papers were laboriously copied into bound volumes. Then he shows how, down through the years, more exacting demands for information resulted in ever-increasing numbers of documents and greater specialization in the information these documents contained. He concludes with a detailed description of the types of records now accumulating in the clerk's office and the method of filing them.

The most important part of Mr. Rowland's article is the latter section. Any person contemplating research on Congressional subjects would do well to read and assimilate this section before tackling the records themselves. Here he will learn, perhaps for the first time, the distinction between "House documents" and "House executive documents," between "calendar" and "minute book." A knowledge of these specialized terms and of the information to be found in the various types of record may save much research time and effort.

Since this article has obvious appeal both to archivist and researcher, it is unfortunate that it is not more readable. The author is prone to use direct quotations where paraphrasing or original phrasing would have resulted in much greater clarity. In one instance, for example, a quotation dealing with "passing bills by unanimous consent" is used to support the author's argument against the practice of "withdrawal" of bills by consent (p. 10). But the faults of style are relatively minor points and detract only slightly from the very real value of the article.

William T. Alderson

Tennessee State Library and Archives

North Carolina Genealogical Reference: a Research Guide, by Wallace R. Draughon. (Durham, N. C., Seeman Printery, Inc., 1956. 231 p. $5. [Order from the author, 1218 Melody Lane, North Augusta, S. C.])

This book is compiled for the genealogical researcher and especially for the beginner. The more experienced researcher will also find it helpful because it lists most of the important collections in the North Carolina State Library, the State Department of Archives and History, the University of North Carolina Library, and the Greensboro Public Library.

There are 11 main divisions or chapters, as follows: "Helps in Using This Book," "Hints to 'Young' Genealogists," "Genealogical Records in the Libraries and Archives," "The County Records," "Land Grant Office," "Records at the National Archives," "The Church Records of North Carolina," "Description of Genealogical Record Sources," "Let's Exchange," "Index to Let's Exchange," and "List of Professional Genealogists."

The author has listed both manuscript and printed materials and tells where the materials may be found. There is an outline map of the counties with the county seats indicated. A distinction in the listing is made between the original and micofilm materials, but the author has made no effort to arrange his material either chronologically or alphabetically. No complete listing is made of the records still remaining in the courthouses. There is some information about the county records, such as the earliest marriage records, deeds, and wills in the various courthouses. No estate papers are mentioned, such as estate settlement records, and guardian and apprenticeship papers. Church records are given two pages with very little pertinent information. The guide gives the names and addresses of persons to whom one may write for information concerning nine of the denominations in North Carolina. But there is no suggestion of what may be found in the church records, such as birth, baptismal, marriage, and death records — the chief interest of the genealogist. In the section immediately following the church records brief information is given about what may be found in many types of records listed early in the volume.

The chapter on "Genealogical Records in the Libraries and Archives" lists many printed sources. It seems, however, that this material was listed hurriedly because there are many careless errors. For instance, on pages 19 and 24 Governor McLean's name is given as Angus "Milton McClean" instead of Angus "Wilton McLean." Governor Ehringhaus's name is given as John C. "Blacher" Ehringhaus instead of John Christoph "Blucher" Ehringhaus. On page 59 John "Gray" Blount is listed as John "Henry" Blount. The papers of John Steele are listed as having been edited by Hamilton when in fact they were edited by H. M. Wagstaff.

Even though there are errors in some of the listings, this book is one of the best on the subject and will be valuable to the genealogical researcher. The information for beginners will be quite helpful, and no doubt will be welcome. It will reveal to them something about the enormous amount of materials available. It will possibly suggest to them how much tedious searching of pages and volumes is necessary to find desired information or prove the lack of it.

Under the title "Let's Exchange" are given the names and addresses of 709 persons who are interested in certain families. This information will be valuable in helping many people who are interested in genealogical research and who are willing to exchange their information for like information in return. This could be very helpful to those who are just beginning their genealogical research.

D. L. Corbitt

North Carolina State Department
of Archives and History

Public Records of the State of Vermont, 1955-1956; Biennial Report of the Public Records Commission. ([Montpelier, 1956.] 27 p.)

Washington, Department of General Administration. "Division of Archives," in *First Biennial Report, 1954-1956*, by Robert C. Nesbit. (Olympia, State Printing Plant, 1956. p. 23-27.)

Vermont and Washington are comparative newcomers in the field of State archival and record agencies, but these two reports indicate that the agencies have developed and are carrying out notable programs despite insufficient space and personnel. The reports present interesting and concise statements of needs, plans, and accomplishment for the periods covered. Both States appear to emphasize record disposal programs, with a keen awareness that public records are big business and that there is a considerable dollar saving to be made in their proper management.

In Vermont, the Director's report covers record management, record disposal, form control, assistance to town and county clerks, photostating, and accessions. An idea of the nature and scope of disposal work is given by a list of several hundred destruction requests from some 15 agencies contained in a valuable appendix to the report. Of especial interest is the mention of an option to purchase an office building to relieve the extreme congestion in the present State Library Building and permit moving the operations of the Public Records Commission from "its present basement and hallway quarters."

The report of the Archivist of the Division of Archives in Washington covers the work of the Division in arrangement, elimination of duplicates, record disposal, microfilming, and related activities. Highly commendable accomplishments have been made in reducing the bulk of noncurrent State records, with consequent major savings in space and equipment. Space for a record center is planned in the new General Administration Building.

V. L. Bedsole

Louisiana State University

Wyoming. State Archives, State Historical Department, State Museum, Wyoming State Historical Society. *Nineteenth Biennial Report, October 1, 1954, to June 30, 1956*, by Lola M. Homsher. ([Cheyenne, Wyo., 1956?] 18 p., illus.)

Wyoming. Centralized Microfilm Department. *First Biennial Report, April 1, 1955-June 30, 1956*, by Dorothy K. Taylor ([Cheyenne, Wyo., 1956?] 28 p., illus.)

The first of these reports from Wyoming consists of a review of the functions and purposes of the Archives, the Historical Department, the Museum, and the Historical Society and a summary of their activities for the biennium 1954-56. The report records the increased public demand for the services offered by these agencies and the steps taken to meet this demand.

The part of the report devoted to archives stresses the use of microfilming. Film produced by the newly created Centralized Microfilm Department is deposited in the Archives and becomes a part of the archival holdings of Wyoming. Emphasis is placed on the economy aspects of the space saving brought about by the use of microfilm and the subsequent destruction of the original records. The author of the report makes the recommendation, "Eventually all important records of the State of Wyoming, Counties and Municipalities should be on microfilm." She further recommends that only positive films be used for reference and that the negatives be stored in a bombproof vault. The report stresses the need for more space in the State Archives and Historical Department and the desirability of housing the Centralized Microfilm Department adjacent to the Archives. The need for State legislation facilitating the filming of county records is also stressed.

The Centralized Microfilm Department was created by legislative action on April 1, 1955. The report from the department reviews the first year's accomplishments, explains the purposes of microfilm, describes and illustrates the equipment used by the department, and makes recommendations.

The report, especially the part that lists equipment purchased, should be of value to an organization considering the inauguration of a large-scale microfilm program. Considerable space in the report is devoted to a listing of the merits of microfilm, the "wonder working tool of our time." Some of these statements will bear more weight if they reappear in the department's reports after several years of experience. The report is a useful account, however, from a State that has never been backward in trying out new ideas, whether they be woman suffrage or the large-scale microfilming of governmental records.

Donald F. Danker

Nebraska State Historical Society

The Chicago Historical Society, 1856-1956: an Unconventional Chronicle, by Paul M. Angle. (New York, Rand McNally Co., 1956. 256 p., illus. $7.50.)

The distinguished director of the Chicago Historical Society has produced an entertaining and readable account of the origins and vicissitudes of that midwestern society in its first century. He has not tried to write a full-scale history but has rather selected newspaper stories, personal letters, excerpts from official society records, and other materials to give a kaleidoscopic view of the organization. The various components march by in close order drill with little interlarding of the author's words. He clearly prefers to let the materials he has assembled and edited speak for themselves, without benefit of his opinion, based on considerable experience, of the wisdom or folly of one or another course of action in the building of a historical society. It should be stated, however, that the author promised neither a history nor a critical commentary on institution-building. He has offered a readable account on the occasion of the centennial of his organization. The illustrations are good and the slipcase deserves a prize, if there is a prize for slipcases.

The Chicago Historical Society began as an exclusive organization with a small, elite membership representing the "best element" in the city. As in many another historical society, a clergyman was the early guiding light. The new society moved along in conventional channels: it adopted a seal, obtained a charter, created a library, sent its librarian about the State in search of historical materials, and listened to countless committee reports. It received substantial help from distant and unexpected quarters — in one case from the widow of Henry D. Gilpin of Philadelphia. It moved several times, and the migrations to its present site are recounted. A President-elect, Abraham Lincoln, was made an honorary member. Lincoln's letter of acceptance was one of the many treasures lost in the terrible fire of 1871. The society suffered a second fire in 1954. Among the best of the documents used in this book are the descriptions of Chicago in 1866 by William Cockran, the society's young librarian, and his letter and that of the assistant librarian detailing the moments in the society's building before the fire devoured it. Not every historical society can claim the dubious distinction of having employed — and discharged — as librarian none other than the great bibliographer, Charles Evans! The society entertained many prominent visitors, among them the Prince of Wales in 1860 and the Queen of Rumania in 1926. It declined, after having asked for them, to keep Sally Rand's fans; her picture, dishabille, graces the book, however. The society began a drive for funds in 1929, survived the depression, built its building, and entered on larger service to its community.

One is left to wonder, when the book has been read and studied, in just what aspect, other than the title, this is an *unconventional* chronicle. It has been compiled like hundreds of other accounts — from the archives of the organization and related materials, and it is intended for anniversary consumption. It lacks the scope, balance, and thoroughness of Mr. Vail's recently published history of the New-York Historical Society. (Robert W. G. Vail, *Knickerbocker Birthday; a Sesqui-Centennial History of the New-York Historical Society, 1804-1954*, New York, 1954). Perhaps the arts of Madison Avenue, or whatever its sister street in Chicago is called, can be carried too far in the labeling and merchandising of products. A young chap once said that since he liked girls he really didn't want one different, just better. For those who like history and historical societies — they are legion and increasing by the moment — perhaps the same formula should be sufficient.

FRED SHELLEY

New Jersey Historical Society

Manual of Office Reproductions; Reproduction Processes, Systems Duplicating, Imprinting Methods, by Irvin A. Herrman. (New York, Office Publications Company, 1956, 210 p., illus., advertisements, index. $3.25.)

Record management specialists will welcome this timely compendium of reproduction, duplicating, and imprinting methods. Concisely digested, it describes the variety of processes available in these fields. Stress on applications and pertinent machines and equipment is especially helpful to those seeking "the one best way" to handle duplication problems peculiar to their organization.

In this compact text Herrman systematically covers every conceivable type of office reproduction problem, carefully describing copying techniques ranging from carbon paper, duplicating, photocopying, imprinting, and "automated" electronic processes. He provides an excellent perspective of the entire field. Especially helpful are his visual charts detailing reproduction and imprinting processes related to the type of work to be accomplished. And the manual illustrates specific types of equipment that are available today. These features add an element of practicality and clarity that the administrator and specialist in record or office management will appreciate. Record management specialists too will be especially stimulated in their search for ways and means to disperse or protect vital records in the face of possible atomic conflagrations.

This manual is satisfactorily indexed and includes a worthwhile list of sources of appropriate equipment and supplies. Perhaps in the next edition it will be possible to include a selective bibliography of authoritative sources pertinent to each major process and to provide formulas so that one process may be compared with another in terms of cost. These additions would improve this very excellent manual.

J. T. O'Connell

Remington Rand Co.

Schedule for the Retention and Destruction of Bank Records, prepared by the Pennsylvania Bankers Association Procedures and Practices Committee. (Harrisburg, Pa., Pennsylvania Bankers Association, 1956. 29 p. $1.50.)

This manual has been tailormade for banks subject to Pennsylvania banking laws, but its general utility and applicability are affected very little by this limitation.

Basically the manual divides all bank records into three classes: (1) permanent records, including those believed to be of major historical, customer relations, legal, and operating significance; (2) records to be retained for 7 years, consisting for the most part of records of original entry, which under Pennsylvania law must be retained in paper or microfilm form for that period of time; and (3) records to be kept for varying periods of time for which minimum and maximum retention periods are recommended. Obviously, banks in other States would have to modify the second class to suit the laws governing their activities and to ensure that there were no records in the third group that in their States should be in the second. Having done that, they could use the manual virtually unchanged.

In addition to listing the records according to the classes for retention, the manual also lists the same records by the bank department or subdivision usually retaining them. This makes for easier application of the schedule.

Since bank records are quite standardized, a minimum of descriptive matter is required; the individual schedule entries are brief and precise.

The Pennsylvania Banking Association published the manual in the hope that it would help standardize policies and procedures in Pennsylvania banks and assist them to achieve economical administration of their records. It should achieve these purposes, not only in Pennsylvania but also elsewhere.

Edward G. Campbell

National Archives

Microrecording; Industrial and Library Applications, by Chester M. Lewis and William H. Offenhauser, Jr. (New York, Interscience Publishers, Inc., 1956. vii, 456 p., illus., appendix, bibliog. $8.50.)

This is a compendium of information on almost every phase of every branch of microrecording, here brought together for the particular use of librarians, archivists, and those involved in its industrial applications. The contents of many a pamphlet box have been emptied into this volume, and the result is a valuable work of reference, the first of its kind. Its comprehensiveness makes it an excellent investment for any business or institution concerned with — or likely to become interested in — microrecording. Separate chapters deal with the problems of record retention, the selection of appropriate microrecording programs, film and specialized forms of microrecording, cameras, primary microdocuments, copying, reading equipment, "information classification and retrieval," and storage. An appendix of almost a hundred pages contains a valuable selection from the basic literature of the field.

Because of its technical style the casual user of this book may well require the services of an interpreter for some passages. It is obviously aimed at a specialized audience, but it might have been worked over by a lay editor and made somewhat more useful to the uninitiated. Still, the answer to almost every conceivable major problem in the field seems to be between these covers, and that is a very considerable achievement for the authors.

The bibliographical lists at the ends of the chapters are quite comprehensive. Indeed, they cover substantially the whole literature of the field. But why, one cannot help asking, were these lists not put in some order, at least alphabetical by entry? Some items are undated, and there is no uniformity in the citation of periodical articles — sometimes volume numbers alone appear, sometimes only the dates, and sometimes the pagination is omitted. In view of the not inconsiderable price charged for the volume, the purchaser would seem to be entitled to the simple convenience of orderly and uniform lists.

The authors seem to be fully alert to the latest literature as well as the latest gadgetry. At the current rate of developments in the field, however, this work is going to require frequent revision if it is to remain fully useful. It is to be hoped that the next edition will also see a systematic arrangement of the bibliographical lists.

Robert E. Burke

University of Hawaii

List of Record Depositories in Great Britain. (British Records Association, *Reports From Committees*, No. 5; London, 1956. 46 p.)

Directory of Historical Societies and Agencies in the United States and Canada, 1956, compiled and published by the American Association for State and Local History. (Columbus, 1956. [Order from the Association, P. O. Box 969, Harrisburg, Pa.] 48 p. $1.75.)

These titles are two more useful additions to the growing number of directories of archival and manuscript depositories. The British Records Association list gives 155 repositories alphabetically by name. The listed institutions include county record offices, public and university libraries, ecclesiastical archives, societies and museums, and some businesses. A location key preceding the list brings together the repositories in each city and town; 51 are listed under London. For each repository is given the following information: address, telephone number, the name of the archivist or librarian, hours, restrictions on the use of records, and microfilm facilities. Sixteen additional repositories, from which no replies were received, are listed by name only. Omitted from the list are local public libraries, the colleges at Oxford and

Cambridge, and the Livery Companies of London, which do not afford regular access to students. The usefulness of this directory is increased by the designation of those repositories that are approved as places of deposit for manorial records and those that have issued guides to their holdings.

The United States and Canada directory was prepared from data supplied by State and local historical societies or agencies. It is a simple directory, arranged alphabetically by State and thereunder alphabetically by society or agency name. The directory provides the addresses of historical societies and other historical agencies, including State, county, regional, city, church, and other societies; gives the title of the officer to whom correspondence should be addressed; and shows which societies have library, museum, or publication programs. Over 1,800 societies are listed for the United States and 117 are listed for Canada. The number of entries is evidence of the need for directories of this kind.

Henry P. Beers

National Archives

Direction Génerále des Archives de l'État. *Les Archives de la République Populaire de Pologne.* (Warsaw, 1956. 31 p.)

This résumé of Polish archival developments since 1939 should be of considerable interest to Western readers. In the first place, it confirms Poland's appalling archival losses during World War II, the most serious losses suffered by any nation at any time in recorded history. According to the estimate given, 90.7% of the Central Government's archives were destroyed or otherwise lost. For the entire country, the loss is estimated at 73.7%. Secondly, it becomes apparent that, archivally too, Soviet Russia has exerted a profound influence; for the Polish Archives Law of March 29, 1951, has followed closely the pattern of the Soviet decree of January 30, 1922. It has introduced into Polish archival legislation the concept of the undivided and unified state's archives *fond*, which includes the entire historical documentation of the country, public archives as well as the archives of socialized business and of private families. The Polish Archives Administration, equipped with this law as a powerful weapon and strictly centralized, enjoys supervisory rights over the records of all state agencies and over those of the entire socialized sector of the state. From a discussion of the actual achievements of the Archives Administration, it can be inferred that, within the new framework, Polish archivists have maintained the high standards that characterized their work during the period between the two Wars.

Ernst Posner

The American University

Misiones Argentinas en los Archivos Europeos, by Raúl A. Molina. (Instituto Panamericano de Geografía e Historia, Comisión de Historia, *Publicación*, No. 65; Mexico, D. F., 1955. xvi, 152 p. $2.)

This volume, published under the auspices of the Pan American Institute of Geography and History, is the seventh in a series that appears under the general title of *Misiones Americanas en los Archivos Europeos.* The six volumes that precede concern Mexican, American, Cuban, Brazilian, Colombian, and Chilean missions.

The author and compiler has divided his work into six parts with an introduction. The first 52 pages constitute an illuminating discourse on the birth of the legend of hate, an explanation of how the attitudes of Argentine historians and philosophers toward the movement of emancipation from Spain colored adversely and unscientifically their appraisal of Argentine history, particularly for the colonial period. Having established the need for a revisionist movement in the writing of history, the author describes in part 1 how the boundary claims and disputes led to a full and scientific investigation of European archives. In part 2 he explains and evaluates the missions encouraged and sponsored by agencies of the central government, the municipality of Buenos Aires, the National Library, the General Archive of the Nation, and other institutions. The third, fourth, and fifth parts deal with the work of the National University, of ecclesiastical investigators, and of individuals in European archives. The last section, of some 440 pages, is devoted to lists of documentary materials. The list of Gasper Garcia Viñas — enumerating documents in the General Archive of the Indies — requires 368 pages.

The first part of the book provides a broad sketch of the work of many Argentine historians, their points of view, and their position among scholars. Thus on the one hand, the author considers Sarmiento, Alberdi, and Echeverría as representatives of the philosophical school; and on the other hand, Trelles, Mitre, Quesada, and Madero as apostles of the scientific method. Indeed, for students of history in the United States this is the most valuable part of the book. The appraisals and explanations, however much or little they meet the approval of experts in Argentine history, may serve to put the less expert scholar on his guard.

The archivist will find the lists of documentary materials somewhat less helpful. His examination of them will require considerable care to avoid being confused by the arrangement. He will not find an explanatory note of the abbreviations, numbers, and letters used for identification purposes. Above all he may wish for subject headings rather than chronological or location lists. He may yearn for a guide where much of the material on taxes or mines or Indians will be listed together.

This work on Argentine archival missions is, nonetheless, a notable contribution to the vast historical undertaking of the Pan American Institute of Geography and History. It is to be hoped that the facilities and the scholarship may become increasingly available for a broad attack on the archival materials of the national period of the American republics.

ALMON R. WRIGHT

Department of State

Annual Report of the National Archives of India for the Year 1954 (New Delhi, Rashtrapati Bhavan Press, n. d. 20 p., appendixes.)

India, National Archives of India. *Bulletin of Research Theses and Dissertations* [in the Union of India], No. 2, Jan. 1956. (New Delhi. 35 p., index.)

The *Annual Report* is valuable not only to archivists but to research historians. Accessions made in the year 1954 to the Indian National Archives include important 19th-century records from Hyderabad, Gujerat, and Central India; a collection of papers of Lord Macartney, Governor of Madras 1781-85 and leader of the Macartney Mission to China; microfilm copies of the *Kalpasutra*, the *Qu'ran*, and the *Kalkacharya*; Persian manuscripts not on microfilm, including the diary of Mir Ahmad Saad containing an eye-witness account of the battle of Kalinadi in 1750; the *Tawarikh-i-Alamgiri*, covering the first 5 years of the reign of Aurungzeb; the *Qalaat-i-Gwalior*, a history of Gwalior from its beginnings to the Mughal era; and the *Guldastai-Shujaat*, containing the biography of Jean Baptiste de la Fontaine Filose. Notes on the collection and repair of maps and charts and on the increasing microfilm library indicate that the Indian National Archives now has 60,000 manuscript pages from the British Museum, 9,600 pages from the Public Record Office in London, 55,000 pages from the Hague, and 8,000 pages from the Bibliothéque Nationale in Paris. Other notes with reference to new methods for cataloging, exhibiting, appraising, and preserving documents are of technical interest.

The *Bulletin of Research Theses* contains lists of researchers and their topics as of January 1956. Of a total of 367 topics listed, only 14 concern Hindu India, 9 concern Muslim India, and there are 14 Maratha studies and 4 Sikh studies. Most of the 326 remaining concern British-Indian relations from the 18th to the 20th century. This suggests two things, namely, that research interest and the available sources for research lie chiefly in India's most recent historical era.

ELMER H. CUTTS

Northeastern University
Boston, Massachusetts

Colony of Mauritius. *Annual Report of the Archives Department for the Year 1955*. (Port Louis, Mauritius; J. Eliel Felix, Government Printer, July 1956. 9 p., appendix. 50¢.)

The activities of the Archives Department, headed by A. Toussaint, are sketched in this brief but highly informative report. Besides holding the records of the island, the Department is the official repository for every book, magazine, and newspaper published in Mauritius and for specimens of postage stamps, currency notes, and coins issued there. During the year 1955 there were accessions in all of these classes, including records of the Board of Civil Commissioners of the Seychelles Islands, 1880-98. The Archives are increasingly used by the public; in 1955 the number of searchers rose to 1,948 and the number of applications for copies of records to 249. A staff of 14 performs all the work.

A major achievement of the Department in 1955 was the completion of its *Bibliography of Mauritius, 1502-1954.* This guide, reviewed in *The American Archivist*, 20:74-75 (Jan. 1957), lists records relating to Mauritius, the books, magazines, newspapers, and government and semiofficial publications that have been printed on the island, and publications issued abroad about the island. The 27-page appendix to the *Annual Report* for 1955 is a continuation of this bibliography and covers new items for 1955 as well as old items registered for the first time by the Archives Department.

Francis J. Heppner

National Archives

Calendar of Philippine Documents in the Ayer Collection of the Newberry Library, compiled by Paul S. Lietz. (Chicago, Newberry Library, 1956. xiii, 259 p., index. $6.)

Compiled as a contribution to the Philippine Studies Program, a joint project of the University of Chicago, the Newberry Library, and the Chicago Museum of Natural History, and made possible by a grant from the Carnegie Foundation, this calendar gives an excellent idea of the quality of the original collection of Philippine manuscripts given to the Newberry Library by Edward E. Ayer; and of subsequent acquisitions, which include manuscripts from the José Porter Library in Barcelona.

The 370 entries, dated from 1558 to 1903 and numbering some 7,000 pages, comprise letters, journals, diaries, *testimonios, expedientes*, official and unofficial reports, histories, and public records. The materials of the 16th and 17th centuries dealing with the early history of the Philippines constitute 57 of the entries. The 202 entries from the 18th century include correspondence between the opposing Philippine leaders after the British occupation of Manila, extensive material on the expulsion of the Jesuits, and manuscripts dealing with efforts to expand Philippine trade. Many of the 111 entries dated in the 19th and early 20th centuries describe the wretched condition of the natives and the failure of Spain to provide adequate administration in the Philippines.

The compiler has prepared an excellent guide for the study of this collection, and in his complete descriptions and extensive bibliographical and editorial notes he has made a significant contribution to the study of the Philippines. References to Blair and Robertson (Emma H. Blair and James A. Robertson, *The Philippine Islands, 1493-1803.* Cleveland, 1903-09. 55 vols.) and to various bibliographers indicate where translations, summaries, or printed texts of many of the items may be found.

An appendix, containing a short title index to transcripts of Philippine materials from Spanish archives and libraries, provides a useful listing of 22 volumes of materials for study of the Philippines, particularly in the 16th and 17th centuries.

William S. Ewing

Clements Library
University of Michigan

New Zealand, National Archives. *Preliminary Inventory No. 6; Archives of the Provinces of Wellington and Hawke's Bay.* (Wellington, Department of Internal Affairs, November 1955. 15 p.)

For these two provinces on North Island, the records that survived the period between 1876, when the provincial governments were abolished, and the establishment of a national archive are described in this inventory. The inventories are both in the same pamphlet because the Province of Hawke's Bay was carved out of the Province of Wellington in 1858. For the latter province the records described are those of the Provincial Council, the Superintendent, the Provincial Secretary, and the Treasurer and Auditor, 1853-77. For Hawke's Bay, in addition to similar records, there are some for the Executive Council and the Provincial Engineer, all in the period 1859-77.

The introduction contains a combined narrative and administrative history of each province along with a sketch of the vicissitudes of the records. The records are described in series entries, each including a brief statement on content, the date span, the number of volumes, and the quantity. An appendix lists the official publications of each province.

The form of this inventory and the type of information in it combine to make it a useful research tool for anyone interested in the provincial period of New Zealand history.

FRANCIS J. HEPPNER

National Archives

Proceedings of the National Committee of Archivists of India. Vol. 1. (New Delhi, National Archives of India, 1956. i, 50 p., illus., appendix.)

The first report of the National Committee of Archivists of India contains the proceedings of each of four meetings held annually since 1954 by the committee, in Hyderabad, Mysore, Bombay, and Patna successively. The report also includes three annexes, each of which summarizes action taken on resolutions of preceding meetings, and three appendixes. The first appendix is devoted to dextrine paste, valuable in the repair and rehabilitation of records in India; the second is concerned with microfilming records in India; and the third is given to a photograph of the recently constructed National Archives of India's Regional Office at Bhopal.

Among the important decisions reached by the committee, which either have been or are now being carried out, are: that the services of the lamination machine recently installed in the National Archives of India shall be made available to the state record offices; that states unable to obtain record repair materials may arrange to get such materials from the National Archives of India; that records may be stored on open racks tied up in teakwood or pressed hardwood instead of in cartons; that the menace of white ants in record repositories can be minimized by the use of creosote; that shelves of high-grade seasoned teakwood or the best quality of steel shall be used in record rooms; that the Archives of India shall keep the state record offices informed of the utility of its dampnesssucking machine; and that *Indian Archives* shall publish in each issue an account of record acquisitions or any special work done by the state record offices.

Besides the foregoing, the National Committee furnished a valuable service to those concerned in archives construction. At its 1955 meeting at Bombay, it issued a brief but excellent statement on the requirements of new archival buildings as a guide for future planning. These requirements, listed under the headings of location, construction of building, shape and size of building, protection of records, fire fighting, and air conditioning, encompass the very latest ideas advanced in the construction of archival repositories adapted to needs in India.

From the variety of the technical problems of mutual interest discussed and the steps taken toward their solution, there is little doubt as to the importance of this committee and the significant part it is destined to play in the improvement of archives administration in India.

Roland C. McConnell

Morgan State College
Baltimore

Canada. *Report of the Public Archives for the Years 1953-1954.* (Ottawa, Queen's Printer, 1956. 39 p. 25¢.)

Acquisition, rather than new services or facilities, was the main feature of the 2 years reviewed in this report of the Public Archives of Canada. Scholars will be delighted with the great number, variety, and importance of the accessions of political papers, manuscripts, maps, pictures, and museum items. These are representative of all parts of the country and of the whole time span of Canadian history. Obviously the Archives has related its collecting policies to the wide-ranging interests of modern historical scholarship. The most notable accession was the papers of W. L. Mackenzie King, former Prime Minister of Canada. "They form," the report says, "by far the largest collection of correspondence, memoranda, etc., ever assembled by any political leader in this country."

There is abundant evidence in the report of the value and increasing use of microfilm to provide convenient access to the rich sources of Canadian history in archives depositories in the United Kingdom and France and to a lesser extent in the United States. Preeminent in this respect is the monumental project of microfilming the records of the Hudson's Bay Co. in London, for the period 1670-1870, which is described as nearing completion.

Limited physical facilities precluded any large acquisition of government files in the period under review. But the newly built Records Centre, with its 62 miles of shelving, will permit the staff to implement a comprehensive record management program involving orderly transfer, screening, and disposal of noncurrent Government records. This is a further evidence of the progressive policies, which archivists and scholars recognize as features of Canada's Public Archives.

Lewis H. Thomas

Archives of Saskatchewan

News Notes

H. B. FANT, *Editor*

National Archives

SOCIETY OF AMERICAN ARCHIVISTS

The bibliography of writings on archives, usually printed in the October issue of the *American Archivist*, has been delayed by the illness of Lester Smith. The compiler hopes to have the copy ready for the issue of January 1958.

The twenty-first annual meeting of the Society of American Archivists is scheduled to be held October 3-4, 1957, at the Deshler-Hilton Hotel, Columbus, Ohio. A tentative program distributed in July indicated that the Committee on State Records would hold its dinner on the evening of October 2, the day before the main program begins. Part of the program on October 4, the final day of the gathering of archivists, will be jointly arranged between the Society of American Archivists and the American Association of State and Local History, which this year also convenes its annual meeting in Columbus.

Minutes of the Council

May 16, 1957

The meeting was called to order by President Lester J. Cappon in the Conference Room of the National Archives Building in Washington, D. C., at 10 a.m. Also present were the secretary, treasurer, and editor, and Council members Mary G. Bryan, Leon deValinger, and Wayne C. Grover.

On motion of Dr. Grover, seconded by Dr. Overman, approval of the minutes of the December Council meeting was voted, after correction of the 1957 annual meeting dates to October 3, 4, and 5.

The president read to the Council the recommendations from the Committee on Professional Standards on a proposed constitutional amendment relating to "Fellows." Discussion ensued point by point. With but minor changes, and on motion of Dr. Grover, seconded by Mr. deValinger, the amendment was unanimously adopted for submission to the membership at the annual business meeting in October at the Deshler-Hilton Hotel, Columbus, Ohio. The amendment, which will require a majority vote for adoption, reads as follows:

> There shall be added after the section headed membership (articles 3-8) a new section headed:
>
> FELLOWS OF THE SOCIETY
>
> 9. Members of the Society may be elected to a special class of membership, those so elected to be known as Fellows of the Society of American Archivists. Their number shall be no more than fifteen percent of the total individual membership reported at the last general meeting of the Society. No member of the Society shall be elected a Fellow who has not been a member in good standing of the Society for at least five years immediately preceding his election.

10. Election of Fellows shall be by a majority vote of all past presidents of the Society of American Archivists, who shall be guided by the following criteria:

a. Advanced educational experience, realistically appraised, in an area of knowledge recognized as essential for an archivist.

b. Professional experience, ordinarily of five years, which shall include the exercise of responsibility and shall demonstrate the possession of initiative, resourcefulness, and professional morale.

c. Writings of superior quality and usefulness.

11. A member of the Society of American Archivists duly elected a Fellow shall retain this designation as long as he remains a member in good standing of the Society.

The present articles 9-23, of the Constitution shall be renumbered 12-27.

President Cappon reported briefly on efforts to secure foundation support for a permanent secretariat for the Society, with a request that further consideration of the question be deferred until later on the agenda. Concurrence of the Council was obtained on motion of Mrs. Bryan, seconded by Dr. Bauer.

The Council was next given a list of the persons at present constituting the Society's honorary membership. A brief discussion of the topic resulted in a decision to defer further consideration until next meeting. The death of the honorary member from Cuba, Capt. Joaquín Llaverias, was reported by Dr. Grover.

A report was then heard and approved on the tentative program for the 1957 annual meeting. The secretary was directed to inform the program chairman of this action and to urge the securing of firm commitments from the speakers.

The treasurer spoke briefly on the general finances of the Society. His report for the first three quarters of the fiscal year showed:

Receipts (to May 15)	$7,299.57
Expenses	5,923.29
Balance	$1,376.28

Dr. Overman raised the question of the desirability of having the treasurer bonded. The Council requested that the treasurer investigate the matter and report thereon. The matter of reinvestment of the funds represented by the Society's matured U. S. savings bond was referred to the Finance Committee.

The editor next discussed his efforts to find a qualified person to complete the indexing of volumes 1-20 of the *American Archivist*. Miss Dorothy Swift of Washington, D. C., who soon retires, will prepare the index for volumes 11-20 and will do the coordinate editing necessary for volumes 1-10, completing the work by the end of the 1957 calendar year. The sum stipulated by Miss Swift does not include supplies or typing. On motion of Dr. Grover, seconded by Mrs. Renze, it was voted that the editor be authorized to arrange for the indexing in accordance with the conditions of the bid, and that he and Karl Trever together draw up a contract setting forth specifications for the work.

The editor then reported on the membership directory. The secretary has submitted a foreword for the directory and a preliminary listing of members, which can be coordinated with other information now in the hands of the editor.

The secretary summarized reports made by committee chairmen, pointing out the expressed desire of many of the chairmen for more directional planning by the Council. Mrs. Renze was asked to study the problem and report on it to the fall Council meeting.

Mr. deValinger reported on the results of his investigation of the matter of matching funds for the microfilming of vital records through the Federal Civil Defense Administration. His inquiries revealed that a recision directive of F. C. D. A.'s Regional Contributions Memorandum No. 12, Nov. 16, 1956, withdrew the offer to match funds. On Apr. 27, 1957, Mr. deValinger received a letter from the Deputy Assistant Administrator of F. C. D. A., saying that: "Although we are recommending strongly that State and Local Governments take steps to preserve their vital records, we have no plans at this time for the use of matching funds for this purpose." On the basis of this report it was moved by Mr. deValinger, seconded by Mrs. Bryan, and concurred in by the Council, that the committee be discharged.

The secretary reported that her work on processing the Society's records is moving forward slowly but steadily; that she is making a special effort to establish a complete record of membership for the Secretary's office; and that there is need for coordination and consolidation of such record information, which is now divided among the treasurer, the editor, and the secretary, and perhaps diffused throughout the Society's archives.

Mrs. Renze reported a vigorous response to the Society's placement service. Many requests for candidates available for archival positions have been received, with only a few persons registering or inquiring about positions. All but one registrant have been placed.

It then being 1:30 p.m., the Council recessed until 2:30 p.m.

The afternoon session of the Council heard matters pertaining to unfinished business carried over from the December meeting:

1. The communication to the National Association of State Libraries had been sent, but there had been no reply to date.

2. At the annual meeting in October in his presidential address, Dr. Posner called on the Society to give thought to the appointment of a historian. Some discussion was held at the December meeting and also at the present Council meeting. It was decided, however, on motion of Dr. Overman, seconded by Mr. deValinger, to defer the question until the next Council meeting.

3. The president reported that he had asked Julian P. Boyd to represent the Society at the Sixth Anglo-American Conference of Historians in London, England, this summer.

Consideration of an amendment to paragraph 9 of the Constitution was proposed by Dr. Grover and seconded by Mrs. Bryan, to the effect that the presidential term of office be limited to a year, and that the vice president succeed to the office of president. Accordingly, the following amendment was voted for presentation to the membership — That the section of the Constitution relating to *Officers and Government* be amended to read:

> The officers of the Society shall be a president, a vice president, a secretary, a treasurer, and an editor. All the officers, except the president and editor, shall be elected at each annual meeting of the Society for terms of one year each and shall serve until their successors are elected. The president's term of office shall be one year; the vice president shall succeed to the office of president. The editor shall be elected by the Council for such term as it shall determine.

A motion for adoption of the following resolution was made by Dr. Grover, seconded by Dr. Overman, and unanimously passed by the Council:

> *Whereas*, A major purpose of the Society of American Archivists is to promote the preservation and use of archives and manuscripts that are basic for an understanding and appreciation of our country's history; and
>
> *Whereas*, The custodians of archives and manuscripts have long recognized that selective publication of the materials in their custody serves both to preserve from destruction and greatly to facilitate the use of the information that is recorded in them; and
>
> *Whereas*, The National Historical Publications Commission has been established by the Congress of the United States to cooperate with and encourage Federal, State, and local agencies and nongovernmental organizations in collecting, preserving, and publishing the papers of outstanding citizens of the United States and other documents of importance for the history of the United States: *Therefore be it*
>
> *Resolved*, That the Council of the Society of American Archivists wholeheartedly endorses the program of the National Historical Publications Commission as set forth in its report, on *A National Program for the Publication of Historical Documents* and exemplified in the several publication projects whose inception it has encouraged, and urges the adoption of House Joint Resolution 233 "To Encourage and Foster the Cooperation of Private and State Historical Commissions with the National Historical Publications Commission."

An expression of appreciation for the use of the National Archives Conference Room was voiced by the secretary, and recess was called at 5:45 p.m.

The Council reconvened at 6:30 p.m. at the home of the editor in Bethesda, Md., where the final business of the day was the report of the president on efforts to obtain foundation support for a permanent secretariat for the Society. Thus far, results have been negative. On motion of Dr. Grover, the Council resolved itself into a committee of the whole to consider the matter further and President Cappon called Dr. Overman to the chair during the ensuing discussion. On motion of Dr. Cappon, seconded by Dr. Bauer, and approved by Council, it was voted to authorize the president to explore further the possibility of obtaining a foundation grant through cooperative agreement with the American University of Washington, D. C., which has demonstrated an active interest in providing leadership in the area of archival training for the betterment of the profession. The president will report on this matter at the next Council meeting.

The president resumed the chair; and, there being no further business to come before the body, the meeting was adjourned at 8 p.m.

DOLORES C. RENZE, *Secretary*

The secretary announces the following committee appointments for 1956-57:

Audio-Visual: Hermine Baumhofer, chairman; John Flory, Bruce C. Harding, William H. McCauley, and Sanford I. Smith.

State Records: LeRoy DePuy.

Business Records: Thornton W. Mitchell, chairman.

The secretary wishes to call the attention of all members of the Society to the new Fellowship Program of the American Council of Learned Societies "to provide opportunities for younger scholars to complete research projects in the humanities or to extend their competences by intensive study in a field or fields related to their areas of special interest. . . . Candidates must have demonstrated a high degree of scholarly competence in a specialty within the humanistic area of learning . . ." and "must have the doctorate or its equivalent at the time of application." Application forms should be requested from the ACLS Grants Program, 2101 R Street, N.W., Washington 8, D. C.

NATIONAL ARCHIVES AND RECORDS SERVICE

The first of several projected volumes of selected documents relating to Florida Territory has recently been published as Vol. XXII of the *Territorial Papers of the United States.* It may be purchased from the Superintendent of Documents, Washington 25, D. C., for $8.25. Other publications of the Service during the quarter are *Preliminary Inventory No. 99, Records of the Office of the Postmaster General, 1789-1953* and *Special List No. 14, List of World War I Signal Corps Films.* Both these publications may be obtained free of charge from the Exhibits and Publications Branch, National Archives, Washington 25, D. C.

During the fiscal year ended July 1, the net holdings of the National Archives increased more than in any year since 1950. Almost 24,500 cubic feet of records of permanent value were brought in while only 2,360 cubic feet were transferred out to Federal record centers and, after reappraisal, 3,500 cubic feet were disposed of. The net gain, 18,700 cubic feet, brought the total holdings of records in the National Archives building to 775,300 cubic feet.

Among the accessions were microfilm copies of seized documents of the German Foreign Ministry, 1887-1933, and records of the trials held 1945-50 before the International Military Tribunal for the Far East and the United States Military Tribunals at Nuremberg. Other important accessions were the records of the Federal courts of Pennsylvania and Virginia. These cover primarily the 19th century, but they include some papers dated as early as 1789. They also include records of the District Court of the Confederate States of America for the Western District of Virginia, 1861-64, relating to the sequestration of the property and effects of "alien enemies."

At the dedication ceremony of the Harry S. Truman Library, held in Independence, Missouri, July 6, 1957, Chief Justice Earl Warren delivered the dedicatory address. He spoke in praise of President Truman's courage and decisiveness, and of the Library he said,

> [it] is destined to become a midwestern center of study and research, not only for the period of Mr. Truman's Presidency, but also for the whole complex of events surrounding it. The impetus it provides for extending the research resources of this great section, which has meant so much in the development of the nation as a whole, represents a milestone in American history. . . . It is fortunate that the Truman Library is to become a part of our vast and growing educational system — that it can be a major influence in the process of training an ever growing number of research students. . . . People from the universities and colleges of this country and from foreign countries will beat paths leading to and from Independence reminding us of those of the nineteenth century. These new trails will be kept open because there will be sustained use of the Truman papers by future generations of writers, biographers, historians, political scientists and others. The traveler following these new trails will explore the background which the Truman Library will provide for a more complete understanding of the contributions made by his administration. Independence will become even more distinguished as a center for the cultural development of our country than it was for its geographical expansion.

It is expected that this new presidential library, as a part of the National Archives system, will be opened to scholars and the general public early in the fall. Philip C. Brooks, long a member of the National Archives staff and twice president of the Society of American Archivists, will be its director. To assist in making the resources of the Library and its facilities of maximum service to students and institutions of learning in the Mid-West and throughout the United States, a nonprofit corporation known as the Harry S. Truman Library Institute has been formed. The former president will be its honorary chairman and David D. Lloyd its executive director. One of the functions of this Institute will be to aid needy graduate students in pursuing their studies at the Library.

On June 30, 1957, the holdings of the regional Federal record centers exceeded 3 million cubic feet. Coupled with the holdings of the St. Louis record center, the total volume was over 3.6 million cubic feet. The largest depositors were the Internal Revenue Service (723,000 cu. ft.), the Veterans Administration (391,000 cu. ft.), the General Accounting Office (228,000 cu. ft.), the United States district courts (119,000 cu. ft.), the Census Bureau (102,000 cu. ft.), and the Immigration and Naturalization Service (102,000 cu. ft.). It is estimated that some 70% of all Federal court records predating 1945 are now in the centers. Arrangements have been completed to take over the Army Prisoner of War Records Center at Baltimore and the Social Security Administration depository in the same city. Arrangements have likewise been made with the Navy Department for the Seattle Federal record center to accession all types of naval records from the 13th and 17th Naval Districts on a trial basis.

LIBRARY OF CONGRESS

Some 15,000 papers of the late Chattanooga editor and author, George Fort Milton, have been presented to the Library by his widow. A collection of 1,150 pieces pertaining to William S. Hart, Western hero of the silent screen, was bequeathed by Gatewood W. Dunston of Norfolk, Va. The New York office of Pinkerton's National Detective Agency has given 7 volumes of the extant letters and papers of Allan Pinkerton. Among other manuscripts acquired are the Edith Rossiter Bevan autograph collection of about 400 documents and letters, 1798-1943; and a series of letters written, 1862-64, by Oberlin Wentworth, a Massachusetts volunteer killed in the Wilderness, May 12, 1864. From the National Diet Library, Tokyo, have come 18 rolls of positive microfilm of the Ito Miyojo papers, most of them dealing with the Japanese Constitution of 1889.

A statement of the Library's policy on the soliciting of local manuscripts appears in the Winter 1957 issue of *Manuscripts*.

TECHNICAL DEVELOPMENTS

Archivists as well as librarians should be interested in the decision of the Council on Library Resources to grant $49,500 to the Virginia State Library to finance an 18-month study of "The Deterioration of Book-Stocks — Causes and Remedies," by William J. Barrow and a research staff. Mr. Barrow is well known professionally as the inventor of the Barrow laminator.

A still somewhat theoretical approach to making documents from large files quickly available is that set forth in an article on "AMFIS — The Automatic Microfilm Information System," described in *Special Libraries*, Apr. 1957. The ideas are those of Emik A. Avakian, inventor and system engineer with the Teleregister Corp. of Stamford, Conn., and Eugene Garfield, president of Documation, Inc., of Woodbury, N. J.

FOREIGN NEWS

Dominican Republic

A presidential decree of Dec. 31, 1956, established a Dominican Mission for Historical Investigation in the Archives of Spain. The mission, under the direction of the General Archives of the Nation, is supervised by Fray Cipriano de Utrera of the Dominican Academy of History.

Eire

Edward MacLysaght, chairman of the Irish Manuscripts Commission, is author of *Irish Families; Their Names, Arms, and Origins*, a new volume announced for autumn publication by Hodges Figgis & Co., Ltd., 6 Dawson St., Dublin.

Great Britain

An enemy rocket-bomb in 1945 destroyed Church House of the Presbyterian Church of England, 86 Tavistock Pl., London, killing 10 persons and dispossessing the Presbyterian Historical Society of England from its accustomed quarters for a dozen years. The society's surviving collections, which include the prized manuscript volume of the Westminster Confession of Faith, are now back at the restored Church House, in the care of Lillian W. Kelley, curator and archivist of the society.

Extensive manuscript records and printed holdings of the Church of Scotland are maintained at the General Assembly Library and Record Room, 352 Castlehill, Edinburgh.

The materials of medieval diplomatic history in the Public Record Office, London, are being published in three parallel series: Treaty Rolls, of which vol. 1, already available, covers the years 1234-1325; Roman Rolls, of correspondence addressed to the Pope and to cardinals; and Diplomatic Documents, of the Exchequer and Chancery.

Honduras

The new director of the Archivo Nacional in Tegucigalpa is Ernesto Alvarado García. He is assisted by Arnulfo Pineda López, who studied recently in the United States.

Venezuela

Hector Garcia Chuecos, Director of the National Archives of Venezuela, has published *Relatos y comentarios sobre temas de la historia de Venezuela.*

ALABAMA

Mrs. Harrison T. Gill, 804 Jackson St., S.E., Decatur, Ala., can furnish for $5 a lithographed *Index to Alabama Wills, 1808-1870*, a publication sponsored by the Alabama Society of the Daughters of the American Revolution.

CALIFORNIA

J. T. O'Connell, president of the Records Management Association of Southern California, 1335 S. Figueroa St., Los Angeles 15, reports that his organization has launched a survey of record retention practices of companies of all sizes located in the general area. Upon completion of the survey a standard record retention schedule will be issued for the convenient use and guidance of Southern California business concerns.

The Henry E. Huntington Library exhibited some of its valuable books and manuscripts on the settling of Virginia, in honor of the 350th anniversary of the founding of Jamestown.

A valuable collection of the papers of Mason Brayman, Governor of Idaho Territory, 1878-80, have come to the Bancroft Library of the University of California. Microfilms of the archives, dating from the 16th century, of one of the old water boards of Holland, the Hoogheemraadschap van Rijnland, Leiden, The Netherlands, have been presented to the University of California General Library at Berkeley. The Van Rijnland Water Board, which has existed since about the year 1200, sent the microfilms to the University for safekeeping in case the originals should be destroyed and to make the material available for research in this country.

COLORADO

The Air Force Reserve Records Center at 3800 York St., Denver, has been in operation about 4 years and now employs some 83 military and 1,300 civilian personnel. It consolidates in one center records that before the Korean War were handled in 8 different localities throughout the country.

When the fifth meeting of the Denver Interagency Records Administration Conference for the 1956-57 season was convened at the Air Force center, Brig. Gen. Winslow C. Morse, U. S. A. F., commanding, welcomed the IRAC members; and Maj. Howard F. Smart, president of the conference, described the center's functioning. The members were then taken on specially conducted tours of the large installation. Major Smart has now been placed on detached duty to enable him to complete the requirements for an A.M. degree at the University of Colorado.

Architects have drawn the plans for a 7-story State building to be erected at E. Colfax Ave. and Sherman St., Denver. The structure will have a basement and a subbasement, and it is expected that enough of its 125,000 square feet of floor space will be allocated to record storage to accommodate the State's record center.

Governor McNichols in July ordered the creation of a central data-processing and machine record section for the State government, to operate under John F. Healy, deputy director of revenue. Two of its functions will be to maintain an inventory of State property and to provide a full record of all taxable property in Colorado.

CONNECTICUT

Robert R. Metzdorf, curator of manuscripts for the Yale University Library, discusses "Manuscript Collecting for Historical Societies," in the Winter 1957 issue of *Manuscripts*, the journal of the Manuscript Society.

DELAWARE

The legislature this year passed several laws affecting the Public Archives Commission. One law provides that all agencies, departments, boards, and commissions of the State, or any county or municipality, shall deposit with the commission two copies of the best edition of every publication issued. Another law abolishes the State Library and provides that its material of historic interest shall be transferred to the State Archives. Yet another law appropriates $16,000 for microfilming the records of the Corporation Department in the Office of the Secretary of State. This microfilming project is being undertaken by the Public Archives Commission.

The sum of $30,000 is appropriated to the State Supreme Court for publishing the proceedings of the State Constitutional Convention of 1897. The State Archivist is empowered under this act to work with the justices of the court in the publication of this series of volumes.

The crowded condition in the Hall of Records should be greatly relieved when the new State Board of Health building, authorized at this session of the Legislature, is built. Other State offices now occupying parts of the Hall of Records can then be moved to the former quarters of the State Board of Health, thus permitting the Public Archives Commission to expand its space in the Hall of Records, which was specifically constructed for archival purposes.

FLORIDA

The wide dispersion of the documentary materials of Hispanic Florida is emphasized in a brief but bibliographically helpful "Guide to Spanish Florida Source Material," prepared by Charles W. Arnade, assistant professor of history at the Florida State University, and published in the *Florida Historical Quarterly*, Apr. 1957.

GEORGIA

Mary Givens Bryan, director of the Georgia Department of Archives and History, is starting an audiovisual section with the purchase of a Bell-Howell film-sound projector and an open file cabinet for film storage. Managing Director Glenn C. Jackson of Station WAGA-TV, Atlanta, has announced a policy whereby the bimonthly film reports of U. S. Senator Herman Talmadge and Georgia's Governor Marvin Griffin will be turned over to Mrs. Bryan after their use on the air. In addition WAGA-TV expects to deposit with Mrs. Bryan's institution some 300 feet, or 90 minutes, of selected newsfilm reports of Georgia events. Some of the 11 other television stations in the State may also be expected to cooperate.

The Music Department of the University of Georgia at Athens has acquired the personal library and manuscripts of Guido Adler, the great music critic of Austria from 1898 to 1935.

ILLINOIS

The April issue of *Illinois Libraries* featured a biographical article about Margaret Norton, the retired State Archivist of Illinois, and carried her picture on the front cover. The Springfield-Urbana chapter of the American Society of Personnel Administration honored Miss Norton with a testimonial dinner on July 8 attended by 100 people; the Lieutenant Governor of Illinois made the presentation of an orchid, a framed brass plaque, and a sterling silver Paul Revere bowl. Miss Norton will travel abroad later this year.

The editors of a new edition of the papers of James Madison, now being compiled under the joint sponsorship of the University of Chicago and the University of Virginia, will appreciate information about the location of letters by or to James Madison or his wife, especially letters in private possession or among uncalendared manuscripts in the collections of public or private institutions. Please address The Papers of James Madison, 1126 E. 59th St., Chicago 37.

INDIANA

The Archives Division of the Indiana State Library, Indianapolis, has received 616 volumes of historical records from the Land Office of the Auditor of State. Included are records of deeds, swamp lands, the Wabash and Erie Canal, the Michigan Road, surveys, field notes, and tract books. The auditor has retained original records of lands now owned by the State and microfilms of the surveys of United States lands.

At De Pauw University, Greencastle, the Department of Archives has the use of a ground-floor vault in the new million-dollar Roy O. West Library.

KANSAS

The 1957 session of the legislature by one act revised the powers of the State Records Board, simplifying the procedure for scheduling records for disposal on the request of an originating agency, and by another act authorized the State Historical Society to operate a State record center. But in the absence of any appropriation for it, such a center can not be established immediately. Budgetary considerations, incidentally, have led the society to make a charge of $1 for issuing a copy of a census record or other record to be used for personal advantage.

The letters, papers, and photographs of Kansas statesman Arthur Capper have been deposited with the society by the Arthur Capper Estate and the Capper Foundation for Crippled Children, of Topeka. The collection is especially valuable for political and agricultural research.

Joseph W. Snell has joined the staff of the society as assistant manuscript cataloger; in addition to his work with manuscript collections he will assist in cataloging maps and photographs.

MARYLAND

The Maryland Historical Society has acquired 400 letters and papers of the Stone family of Charles County; in the lot are letters of Michael Jenifer Stone, Member of the First Federal Congress. Completion of the repair of the society's most valuable collection, the Calvert papers, was marked in April with a special exhibit. The repair project was made possible by a $5,000 grant from the National Society, Daughters of Founders and Patriots of America.

MASSACHUSETTS

In Haverhill, birthplace of John Greenleaf Whittier, a small vault in a brick building known as the Annex, behind the Haverhill Public Library, houses what is claimed to be the largest extant collection of Whittier materials.

The Women's Archives at Radcliffe College is cooperating with the A. N. Marquis Co. by extending research assistance in the compilation of a *Who's Who of American Women*, to be published next year. Elizabeth B. Borden, director of the Archives, announces the acquisition of papers of Miriam Van Waters, superintendent of the Framingham Reformatory for Women, and of suffragette leaders Matilda Jocelyn Gage and Jane Norman Smith. Several well-known organizations — such as the American Association of University Women, the League of Women Voters, and the Woman's National Farm and Garden Association — continue to increase the collections of their records at Radcliffe.

The Houghton Library of Harvard University has acquired from Samuel L. Barlow of New York, a descendant, an extensive collection of manuscripts, books, and pamphlets of Joel Barlow.

The course in record management given in the fall semester as part of the adult education program of the Massachusetts Department of Education is being conducted at the Massachusetts Institute of Technology. Harold F. O'Neil, instructor, is an employee of the Records Management Division of the General Services Administration's Regional Office in Boston.

MICHIGAN

The Burton Historical Collection of the Detroit Public Library, announces a variety of interesting acquisitions. Among them are 2,200 family papers, ca. 1830-1940, of John Savage Porter, miniaturist and abolitionist, and his sons. The daughters of the late William W. Potter, justice of the Michigan Supreme Court, presented several thousand Potter letters and papers. Among recently acquired letters of Gen. Alexander Macomb is a carefully drawn map, about 1824, showing every town and settlement along the Detroit River, from Lake St. Clair to Lake Erie. Gifts of correspondence from Helen Bower, columnist of the Detroit *Free Press*, include letters from novelist Nora Waln, actor Robert Taylor, and musician Louis (Satchmo) Armstrong.

MINNESOTA

Frank H. Kaufert, dean of the University of Minnesota's forestry school, has been succeeded as head of the Forest History Foundation by Theodore C. Blegen, dean of the university's graduate school.

The Winter 1957 issue of *Manuscripts* contains the decision of Chief Judge Gunnar H. Nordbye of the U. S. District Court for Minnesota in the matter of manuscript notes of Capt. William Clark of the Lewis and Clark Expedition. The decision, which denied U. S. Government ownership, may be appealed.

NEW YORK

The manuscript original of the Constitution of 1777 and a dozen other historical documents lent by the New York State Library were displayed at the Senate House in Kingston in observance of the 180th anniversary of the State's first Constitution, proclaimed in Kingston on Apr. 20, 1777.

The Iron Mountain Atomic Storage Corp. of Hudson, N. Y., operates a subterranean record repository in a converted iron mine 120 miles north of New York City. The entrance is guarded by a 28-ton bank-vault door.

Nahum M. Sarna has succeeded Gerson D. Cohen as head of the library of the Jewish Theological Seminary of America. Incorporated under the presidency of Adm. Lewis L. Strauss, the library, of 170,000 books and more than 9,000 manuscripts, is said to be the largest library of Judaica and Hebraica in the world.

New York University's *Business Series Booklet* No. 29 (Mar. 1957), entitled *Planning Ahead for Paperwork Control*, records the proceedings of the third annual conference on record management, Sept. 1956, sponsored by the National Records Management Council and the university's school of business administration. The fourth annual conference, meeting in New York on Sept. 20, 1957, discussed whether paperwork is a liability or an asset. Applications for the NRMC's ninth annual research grant program, this year promising $1,000 to each of three individuals, were expected to close on Sept. 30, 1957.

NORTH CAROLINA

The North Carolina Department of Archives and History, Box 1881, Raleigh, sells for 5 cents each a county outline map of North Carolina, 9″ x 18″, and a map of Civil War engagements in the State, 9½″ x 22″. The department distributes free, upon request, *Public Addresses and Papers of William Kerr Scott, Governor of North Carolina 1949-1953*, edited by D. L. Corbitt.

OHIO

The proceedings of the symposium on information retrieval, sponsored by Western Reserve University in Cleveland, Apr. 15-17, are being published by Interscience Publishers, Inc.

On July 1, John W. Weatherford, formerly manuscript librarian at the Ohio Historical Society, became director of libraries at Miami University, Oxford.

The Historical and Philosophical Society of Ohio at Cincinnati has received the papers of the Gwynne family, prominent during the second quarter of the 19th century. Other acquisitions include the minute book, 1816-27, of the Female Auxiliary Bible Society of Cincinnati; the naval journals, 1823-26, of Augustus Strong; and the original journal of the Revolutionary patriot, Capt. Isaac Anderson.

The new director of the Western Reserve Historical Society at Cleveland, Meredith B. Colket, Jr., has been for some years on the staff of the National Archives. He has conducted genealogical institutes for the American University and has served as an officer of the Columbia Historical Society.

PENNSYLVANIA

Henry J. Young has become Dickinson College archivist, curator of Dickinsoniana, and assistant professor of history at the college.

PUERTO RICO

The Instituto de Cultura Puertorriqueña, Archivo General de Puerto Rico, founded 1955-56, expects to acquire about 30,000 feet of records, including those of the Spanish Government of Puerto Rico, ca. 1750-1898, of the U. S. military and civil governments, 1898-1952, and of the Commonwealth of Puerto Rico from its founding in 1952. Important exclusions are notarial records, for the time being; registries of property; records of the municipality of San Juan, which has its own local repository; records of the municipality of Ponce, which may get its own local repository; and the archives and manuscript collections of the University of Puerto Rico.

RHODE ISLAND

John D. Rockefeller, Jr., a graduate of Brown University, has given to that institution's John Hay Library 13 letters from Lincoln to Salmon P. Chase, Chase's proposals for an emancipation proclamation, and a Lincoln letter of 1864 to two alleged Confederate agents, laying down terms for the cessation of hostilities.

TENNESSEE

The East Tennessee Historical Society, building on the individual work of John Dougherty, a Knoxville physician, has undertaken a project to record voices and other sounds of significant regional interest.

The Tennessee Historical Commission has issued volume 4 of Robert H. White's *Messages of the Governors of Tennessee*, which covers the years 1845-57.

As an adjunct to its general record management program, the Sunday School Board of the Southern Baptist Convention is at work on a project that will, according to record consultant Belden Menkus of Nashville, develop a new and simple but comprehensive record system for use by local churches.

TEXAS

Immediate construction by the State of an adequate archives building is the first point in a 7-point program for 1957 adopted by the Daughters of the Republic of Texas and the Sons of the Republic of Texas.

The late Texas history authority Louis Wiltz Kemp has been honored by the establishment of two memorial funds, one to aid the San Jacinto Museum of History Association and one to advance the Southwest Collection of the Texas Technological College.

VERMONT

On Apr. 25, 1957, the Governor approved as law Senate Bill No. 35, "An Act relating to executive sessions, and minutes of meetings of legislative bodies, or state or local agencies, and to provide a penalty relating thereto." The statute requires the preservation of the minutes of business transacted at each meeting, which shall be made available to any freeman of the State upon request, unless the reputation or good name of a person, the security of the State, or a proposed contract is involved.

VIRGINIA

In the *William and Mary Quarterly*, Apr. 1957, is a 13-page review article by Jack P. Greene of Michigan State University on "The Publication of the Official Records of the Southern Colonies." The writer recognizes the great achievements of the past 75 years and notes that, though many of the colonial records are still unpublished, projects are now under way for the eventual printing of most of them.

The Institute of Early American History and Culture sponsored a symposium on 17th-century colonial history, Apr. 8-12, at Williamsburg. Members newly elected to the council of the institute include Lyman H. Butterfield, editor of the Adams papers, and four prominent university professors.

On May 25, with the 22d general mailing of survey reports on European manuscript sources for Virginia history, William J. Van Schreeven and Francis L. Berkeley, Jr., announced suspension of the Colonial Records Project of the Virginia 350th anniversary celebration. Half or more of the compiled survey reports have not been distributed but the typescript may be consulted at the Alderman Library, the Virginia State Library, or the research office of Colonial Williamsburg. Edward M. Riley, director of the research office, summed up the significance of the project in a 5-column article in the *University of Virginia News Letter*, June 15, 1957.

The University of Virginia Library has acquired the correspondence of Jefferson with William Wirt about the Wirt biography of Patrick Henry. Two other recent acquisitions are the papers, 1676-1933, of the Johnson, Saunders, and Rutherford families of Maryland and Virginia; and 38 volumes of business records and correspondence, 1868-1932, of J. P. Morgan & Co., relating principally to the Northern Pacific and Great Northern railroads.

WASHINGTON

The University of Washington plans to enlarge its Swedish Historical Archives, which will eventually occupy a new wing of the library building.

Robert W. Nesbit, State Archivist, writes about "The State Archives of Washington," in the *Pacific Northwest Quarterly*, Apr. 1957.

VOLUME XX JANUARY 1957 NUMBER 1

The American Archivist

PUBLISHED QUARTERLY BY
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THE AMERICAN ARCHIVIST is published quarterly in the months of January, April, July, and October by the Society of American Archivists.

Office of Publication: 324 Third St., S.E., Cedar Rapids, Iowa.

Subscription price seven dollars per year.

Entered as second-class matter at the post office at Cedar Rapids, Iowa, under the Act of March 3, 1879.

Articles, reviews, and news notes should be addressed to the Editor, The National Archives, Washington 25, D. C. Subscriptions, orders for back numbers, and notices of change of address should be forwarded to the Treasurer, 346 Castle Blvd., Akron 13, Ohio. All other communications to the Society should be addressed to the Secretary, 306 State Museum Building, Denver 2, Colo.

Printed at The Torch Press, 324 Third St., S.E., Cedar Rapids, Iowa.

L 19FEB 1958